Board Minutes
2018

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12/17

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2018 Budget

1 PERSONAL SERVICES	
1.1 Salaries and wages	
1.11 Salary of librarian	$75,005
1.12 Salary of Assistants	$1,126,711
1.13 Wages of Janitor	$92,480
1.2 Employee benefits	
1.21 Employer: FICA	$99,006
1.22 Unemployment Comp	$4,523
1.23 Employer: PERF	$114,202
1.24 Employer: Group Insur.	$146,707
1.31. Other Personal Services	$0
Total Personal Services	$1,658,634
2 SUPPLIES	
2.1 Office supplies	
2.11 Official records	$600
2.12 Stationery/printing	$1,000
2.13 Other office supplies	$8,500
2.2 Operating supplies	
2.21 Cleaning/sanitation	$6,500
2.22 Fuel/oil/lubricants	$0
2.23 Other operating supplies	$7,000
2.3 Repair/maintenance supplies	
2.31 Building materials	$1,000
2.32 Painting supplies	$400
2.33 Repair parts	$1,000
2.4 Other supplies	
2.41 Library supplies	$17,650
2.42 Marketing	$100
Total Supplies	$43,750
3 OTHER SERVICES/CHARGES	
3.1 Professional services	
3.11 Consulting services	$0
3.12 Engineer/Arch Services	$0
3.13 Legal services	$8,500
3.14 Other profess. services	$16,800
3.145 Databases/Licensing Services	$26,830
3.146 E-Books Services	$21,600
3.147 Apps	$100
3.2 Communication/Transportation	

3.21	Telephone	$6,500
3.22	Postage	$3,000
3.23	Traveling expenses	$20,000
3.24	Professional mtgs	$11,000
3.25	Freight/Express	$2,000
3.26	Network expenses	$77,100
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	$600
3.32	Printing (not offc. supply)	$0
3.33	Marketing advertising	$1,800
3.4	Insurance	
3.41	Official bonds	$300
3.42	Other insurance	$29,000
3.5	Utility services	
3.51	Gas	$45,000
3.52	Electricity	$100,000
3.53	Water	$4,000
3.54	Waste disposal service	$8,000
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	$118,270
3.62	Equipment	$3,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	$300
3.91	Dues	$2,200
3.92	Interest on loans	$0
3.93	Taxes/Assessments	$2,000
3.94	Transfer to LIRF	$60,570
3.95	Book reimbursement	$200
3.96	Petty cash	$120
3.97	Interview/moving expense	$0
3.98	Maintenance contracts	$138,222
	Total Other Services/Charges	$707,012
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	$0
4.4	Furniture/equipment	$81,150
4.5	Other capital outlays	162
4.51	Books	$160,000
4.52	Periodicals,newspapers	$25,000
4.53	Nonprint materials	$60,000
	Total Capital Outlays	$326,312
	FUND TOTAL	$2,735,708

Board Meeting Dates
2018

Meetings are held at 6:00 P.M. at the Rensselaer Library unless otherwise noted

Monday, January 8

Monday, February 12
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 12

Monday, April 9 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 14

Monday, June 11
Webmaster Annual Report

Monday, July 9

Monday, August 13

Monday, September 10 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 8

Monday, November 12
Technical Services & Systems Administrator Annual Reports

Monday, December 10

Thursday, December 27 (Special Year End Meeting-time to be announced)

Holiday Schedule 2018

The Libraries will be closed on the following days:

New Year's Day: Monday, January 1
Memorial Day: Monday, May 28
Independence Day: Wednesday, July 4
Labor Day: Monday, September 3
Thanksgiving: Thursday, November 22
Christmas Eve: Monday, December 24
Christmas Day: Tuesday, December 25
New Year's Eve: Monday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2018.

LIBRARY POLICY REVIEW SCHEDULE 2018

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	Holiday Policy	127
	Library Behavior Policy	141
	Circulating Software Policy	165
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Fax Machine Policy	125
	Reciprocal Borrowing Policy	159
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Fixed Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
	Mobile Computer Lab	185
October:	Computer/Typewriter Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
	Interlibrary Loan Policy	210
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2019

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Machine Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Hotspot Policy	214
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/VHS/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
	Digital Access Card Policy	212
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

Library Board Committees
2018

Budget Committee: Janet Umlauf, chair; Mark Heinig; Kristie Housman

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Natalie Waling, chair; Janelle Harper; Kevin Kaluf

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Janelle Harper, chair; Kevin Kaluf; Kristie Housman

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Jody Melton, chair; Mark Heinig; Natalie Waling

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Jasper County Public Library 2018 Board Members

	Phone	Term Expires	Appointed By
President:			
Janet Umlauf	[redacted]	December 31, 2019	County Commissioners
[redacted]	[redacted]		
Vice-President:			
Kevin Kaluf	[redacted]	June 30, 2020	County Council
[redacted]	[redacted]		
Secretary:			
Jody Melton	[redacted]	August 2, 2019	Pres. KV & West Central School Boards
[redacted]	[redacted]		
Treasurer:			
Janelle Harper	[redacted]	December 31, 2018	County Commissioners
[redacted]	[redacted]		
Asst. Treasurer:			
Mark Heinig	[redacted]	May 9, 2022	Rensselaer Central School Board
[redacted]	[redacted]		
Kristie Housman	[redacted]	May 11, 2021	Rensselaer Central School Board
[redacted]	[redacted]		
Natalie Waling	[redacted]	December 31, 2021	County Council
[redacted]	[redacted]		

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
AMALONG, Rebecca	Tech Services Librarian - R	[redacted]			
!KO, Donna	HR Specialist - R				
..EDLE, Marlene	Specialist - D				
BISHOP, Nicole	Clerk - D				
BRISTOL, Evelyn	Agency Librarian - W				
BROWN, Phyllis	Clerk - D				
CARR, Renee	Specialist - D				
CAVINDER, Rachael	Y.S. Specialist - W				
DEVRIES, Carolynn	Specialist - W				
DEL VECCHIO, Yvonne D	Spec Serv Asst - D				
DELGER, Kimberly (Kim)	Specialist - D				
DUDA, John	Janitor - R				
EENIGENBURG, Patty	Assistant- D				
FAGENBAUM, Autumn	Page - D, W				
FUHRMAN, Shannon	Y.S. Specialist - D				
GILBERT, Jason	Maintenance - W				
GILMORE, Rayann	Business Mgr - R				
GRUBE, Carol	Clerk - W				
GURITZ, Carlie	Clerk - D				
HACHLICA, Nickole	YS Assitant - W				
HAUSENFLECK, Karla	YS Assistant - D				
HERNANDEZ, Saul	Maintenance - D				
HOPKINS, Beth	Page - R				
HUNTER, Kimberly	Assistant - R				
JONES, Margaret	Janitor - W				
KEOWN, Josh	Janitor - D				
KRISTOFF, Deborah	DeMotte Branch Manager - D				
KUHN, Rachel	Specialist - R				
LAMBERT, Jean	Janitor/TS LA - D, R				
LENTINO, Kari	Page - R				
'NER, Asia	Clerk - R				
..ONS, Diane	Clerk - R				
MAXWELL, Sheila	Systems Admin - R				
McDANIEL, Kayla	Page - R				
MICHELIN, Peggy	T.S. Specialist -R				
MICKLE, Ashlea	Page - R				
MOLENAAR, Mary	TS Specialist - R				
ORSAG, Hannah	Clerk - D				
PESHEWA, Isabella	Clerk - R				
PHILLIPS, Nancy	Y.S Assistant - R				
POORTENGA, Linda	HQ Librarian - R				
PRESCARO, Andrea	Assistant - R				
PRINCELL, Allison	Janitor - R				
RICHARDSON, Callee	Page - W				
SALYER, Beth	Clerk - R				
SANDERS, Alicia	Clerk - W				
SANDERS, Christina	Janitor - W				
SAXON, Kaitlyn	Page - D				
SMITH, Cindy	Clerk - R				
SMITH, Melissa	Specialist - R				
SPEACHT, Nanette	Assistant - W				
STRINGFELLOW, Patty	Director - R				
THOMAS, Zachary	Page - D				
THOMPSON, Linda	Assistant - W				
TRAINOR, Neile	Clerk - W				
VAN BLAIRCOM, Daniel	Maintenance - R				
WIDNER, Melissa	Specialist - R				
WILMA, Janice	Librarian - R				
..YNKOOP, Dorene	Clerk - W				

Revised 12/14/2017

BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares (LIT) monthly.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.

2. New officers take office.

3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating

4. Annual salary ordinance is approved.

5. Bond payment due by January 15. (2004 bond)

6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).

7. Annual statistic report due to Indiana State Library by March 1.

8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. (Bid out in 2019.)

9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Internal Control training certifications uploaded with report.

2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

Jasper County Public Library

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years. (Designation should occur in 2019.)

2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.

3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.

2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. By June 1 names and addresses of employees sent to County Treasurer.

2. Property tax distribution of May 10 collection by June 29.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.

2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.

3. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2017 pay 2018 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

Jasper County Public Library

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2018 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.

2. DLGF will establish the last day for first and second publications of proposed 2018 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.

3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.

2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.

3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.

4. Board Nominating Committee prepares slate of officers for following year.

5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway with a copy provided for County Auditor no later than two days after adoption. Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.

2. Nominating Committee presents slate of officers at board meeting.

2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!

3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

5. Internal Control Standards & System Reviewed/Revised/Adopted by Board

December

1. Election of officers.

2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!

3. Library receives last installment of property, CVET, excise & financial institution tax revenues.

4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.

5. Provide board with board meeting schedule for following year.

6. Create Board Policy Review Schedule for following 2 years.

7. By December 1 names and addresses of employees sent to County Treasurer.

8. Director distributes list of ensuing years' holidays.

9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/17

Bylaws of the Board of Trustees of the Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director**. The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President**. The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president**. The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary**. The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer**. The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee**: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers**. The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing**. Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance**. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; reviewed 9/18

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 8, 2018, 6pm
Rensselaer Public Library

Board of Finance Meeting	**Purpose**
Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2018 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 22)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2018 (R 7)
Policy Review (R 23)
Workshop Request (R 23)

General Business

Oath of Office – Treasurer (R 23)	Action
Oath of Office – Assistant Treasurer (R 23)	Action
Conflict of Interest (R 18; R 23)	Information
Committee Assignments (R 23)	Information
Indiana State Park Entrance Pass (R 23)	Information

Director's Report (R 22-R 26) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **December 11, 2017**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Jody Melton, Mark Heinig, Kevin Kaluf, Janet Umlauf, Kristie Housman, Patricia Stringfellow, Rayann Gilmore, Ed Dumas
Absent: Janelle Harper, Natalie Waling

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and e-Fax Policy revisions were approved as presented on a motion by J. Umlauf and seconded by K. Housman. Motion passed.

Future Plans for Purchased Property Adjacent to DeMotte Library: Ed Dumas, attorney, explained his recommendation for moving forward with removal of the three houses located on the south edge of the DeMotte Library. He recommends hiring a professional engineer to draw up specifications for seeking bids that would lay out what the expectation is including who's in charge of safety during demolition, who's in charge of utility disconnection, and insurance requirements. Another item to think about is what to do with the salvageable items that are on property. E. Dumas suggested including in the specifications that the bidder would show what they are allowing or giving credit for items they salvage. P. Stringfellow shared that she has received four separate inquiries from people interested in salvaging. J. Umlauf moved that P. Stringfellow and E. Dumas move forward with hiring a professional engineer to draw up specifications for the demolition of the three houses, seconded by M. Heinig. Motion passed.

Water/Sewer Service, DeMotte Library: We closed on the Hubers house, located at 200 10th Street SW, DeMotte, IN, on November 15, 2017. This property had not signed up for town water. However we need to abandon the sewer service and have abandonment verified by the DeMotte Public Works Department to stop the sewage service billing for this property. The board has to officially declare that there are no plans to have an inhabitant, that the house will eventually be razed, and that there are no plans to erect a building on this site. M. Heinig moved to declare that there are no plans to have an inhabitant, that the house will eventually be razed, and that there are no plans to erect a building on the site located at 200 10th Street SW, DeMotte, IN, seconded by K. Kaluf. Motion passed. We will proceed with digging up the sewer line, cutting it, capping it and leaving it visible for DeMotte Sewer Department to inspect.

2018 Salary Increase: P. Stringfellow explained that the 2018 Budget was written to support a 4% salary increase. M. Heing motioned to approve a 4% salary increase for staff in 2018, seconded by K. Kaluf. Motion passed. K. Housman abstained from the vote.

Director Salary 2018: At the June Board meeting a motion was approved to revisit the director salary in the future with a goal to raise the 2018 director salary to $75,000. K. Housman moved to increase the director salary to $75,000 for 2018, seconded by M. Heinig. Motion passed.

Vision Insurance Renewal: On December 1 as we were just beginning insurance enrollment, we received an email from our agent, "We have been speaking with Anthem regarding the vision plan and were informed it is not available to small groups (<50 employees). I apologize. We were unaware that there is a restriction on the group size. We are not pleased this was not stipulated in the beginning from Anthem, and sincerely apologize for the misinformation." This meant that the option recommended to the board in November was not an option for us. We are not eligible, so that left only one other option, to remain with our current provider (VSP) and coverage. There was no increase in rates with this option. Since we have a small window of time to enroll staff and many are on vacation/holiday in the last half of the month, we did not want to wait to enroll staff after a board vote on December 11 so we proceeded with offering VSP ahead of a board vote. We recommend the board approve this change of direction since the November vote approved a different provider and coverage. J. Umlauf moved to approve the change in vision insurance for 2018 to VSP, seconded by K. Kaluf. Motion passed.

Insurance Settlement Fund Transfer: In 2014 when Rensselaer Library experienced a flood we had to set up an Insurance Settlement Fund to receipt insurance payments into. We paid bills related to reconstruction, restoration, and equipment and supply purchases from this fund. We no longer expend from this fund, but a balance does remain in this fund, $12,908.92. We no longer need this fund. By board resolution the library can declare the Insurance Settlement Fund dormant and transfer the balance to our Rainy Day Fund for future expenditures. The Rainy Day Fund may be used for the same purposes as the Operating Fund so the board would have flexibility to spend these funds as needs arise and as approved appropriations allow. M. Heinig moved to declare the Insurance Settlement Fund dormant and transfer the balance to the Rainy Day Fund, seconded by K. Housman. Motion passed.

Interlocal Agreement – HGACBuy: When we launched our Hotspot service earlier this year the board approved proceeding with a Sprint-required Interlocal Agreement. We have been trying to determine if the one approved earlier in the year will expire on 12/31/2017 or not. Upon further review it has been determined that the Interlocal Agreement is still in effect and no board action is needed at this time.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund (LIRF). It is good to set aside money for future improvements each year. We anticipate a good operating balance for the start of the year. This year we recommend transferring $50,000 from line 3.94 of Operating to LIRF. J. Umlauf moved to transfer $50,000 from our Operating Budget to the Library Improvement Reserve Fund, seconded by K. Kaluf. Motion passed.

Election of Officers: M. Heinig made a motion to elect the slate of officers as presented: President- J. Umlauf, Vice-President- K. Kaluf, Secretary- J. Melton, Treasurer- J. Harper, Assistant Treasurer- M. Heinig. K. Housman seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Wednesday, December 27, 2017 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. K. Housman, J. Umlauf, J. Harper, and K. Kaluf are able to attend.

Director's Report: We have placed an order for 24 additional hotspots. This will bring our system total to 36 hotspots, 12 at each library. We hope to have these additional hotspots available to the public by February 1. This continues to be a popular service. Sadly we have learned that the DNR has suspended their Park Pass Program for Indiana Public Libraries. Effective 1/1/2018 we will no longer have park passes to check out.

Items for Future Agendas: Report from a professional engineer on demolition of the houses on the DeMotte property.

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:46 PM.

Mark Heinig, Secretary Pro-Tem

Attest: Jody Melton, President

Minutes.....December 27, 2017
Meeting of the Jasper County Public Library Board 8:30 AM
Rensselaer Library

Present: Kevin Kaluf, Janelle Harper, Janet Umlauf, Kristie Housman, Patty Stringfellow

On a motion by K. Housman, seconded by J. Harper, the Board unanimously approved year-end bills.

On a motion by K. Kaluf, seconded by K. Housman the Board unanimously approved transfers in the Operating Fund.

On a motion by K. Housman, seconded by J. Harper the Board unanimously approved a Resolution to Reduce the 2017 Budget by $30,000.

With no further business, the meeting adjourned at 8:45 AM.

Janet Umlauf
Attest: Janet Umlauf

Janelle Harper, Secretary Pro Tem

CIRCULATION BY HOLDINGS CODE
December 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	22	0	1	23
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	18	1	0	19
Blu-Ray (DBR)	155	7	9	171
Books on CD (DBKCD)	87	5	4	96
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	66	5	0	71
Digital Audiobooks (DDA)	10	1	0	11
DVD (DDVD)	1324	35	31	1390
Equipment (DEQP)	28	0	0	28
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	14	0	1	15
Fiction (DFIC)	456	9	20	485
Fiction Fantasy (DFICF)	1	0	0	1
Fiction Mystery (DFICM)	77	5	1	83
Fiction New (DFICNEW)	415	16	20	451
Fiction Science Fiction (DFICSF)	7	2	0	9
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	48	0	0	48
Hanging Bags (DHANG)	2	0	0	2
ILL (DILL)	1	1	0	2
Internet (DINTER)	488	0	0	488
Juv. Audio book (DJAUDB)	30	0	0	30
Juv. Biography (DJBIO)	26	0	0	26
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	18	0	0	18
Juvenile Easy (DJE)	449	4	19	472
Juv. Easy Non-fiction (DJENF)	34	0	0	34
Juv. Easy Reader (DJER)	170	0	2	172
Juv. Fiction (DJFIC)	289	6	10	305
Juv. Holiday books (DJHOL)	154	3	2	159
Juv. Magazine (DJMAG)	11	0	0	11
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	139	20	3	162
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	79	0	1	80

Large Print Fiction (DLPF)	139	22	8	169
Large Print Nonfic (DLPNF)	4	0	0	4
Magazine (DMAG)	408	1	2	411
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	0	6
Nonfiction 100 (DNF100)	11	0	0	11
Nonfiction 200 (DNF200)	16	0	1	17
Nonfiction 300 (DNF300)	29	2	0	31
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	19	0	1	20
Nonfiction 600 (DNF600)	51	2	5	58
Nonfiction 700 (DNF700)	27	1	0	28
Nonfiction 800 (DNF800)	13	0	0	13
Nonfiction 900 (DNF900)	21	2	0	23
Nonfiction Blu-Ray (DNFBR)	6	0	0	6
Nonfiction DVD (DNFDVD)	96	0	0	96
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	83	10	5	98
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	0	0	6
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	76	1	77
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	47	6	0	53
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	3	0	0	3
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	26	1	29
Blu-Ray (RBR)	0	349	4	353
Books on CD (RBKCD)	11	101	4	116
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	208	0	213
Digital Audiobooks (RDA)	0	46	0	46
DVD (RDVD)	45	2160	42	2247
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	17	0	17
Fiction (RFIC)	20	441	14	475
Fiction New (RFICNEW)	18	269	12	299
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	6	0	6
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	88	0	91
Hanging Bag (RHANG)	0	7	0	7
ILL (RILL)	0	23	0	23
Internet (RINTER)	0	681	0	681
Juv. Audio book (RJAUDB)	0	23	0	23
Juv. Biography (RJBIO)	3	17	0	20
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	15	1	16
Juvenile Easy (RJE)	7	329	3	339
Juv. Easy Non-fiction (RJENF)	0	31	0	31
Juv. Easy Reader (RJER)	4	234	1	239
Juv. Fiction (RJFIC)	23	303	4	330
Juv. Magazine (RJMAG)	0	17	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	210	4	218
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	4	0	4
Juv. Toddler (RJTOD)	2	100	0	102
Large Print Fiction (RLPF)	12	224	2	238
Large Print Nonfic (RLPNF)	0	2	0	2
Magazine (RMAG)	11	294	0	305
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	2	6
Non-Fiction 100 (RNF100)	3	9	0	12
Non-Fiction 200 (RNF200)	0	15	0	15
Non-Fiction 300 (RNF300)	6	19	3	28
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	0	6	0	6
Non-Fiction 600 (RNF600)	12	114	7	133
Non-Fiction 700 (RNF700)	5	47	1	53
Non-Fiction 800 (RNF800)	1	5	0	6
Non-Fiction 900 (RNF900)	2	30	0	32
Nonfiction Blu-Ray (RNFBR)	3	6	0	9
Nonfiction DVD (RNFDVD)	5	171	1	177
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	6	160	1	167
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	4	0	4
Professional Coll. (RPRO)	0	6	0	6
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	2	0	2
SRCS (SRCS) DeMotte	29	2	6	37

SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	2	32	35
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	17	0	17
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	61	4	68
YA Music CD (RYACD)	1	25	0	26
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	7	9
Blu-Ray (WBR)	2	9	315	326
Books on CD (WBKCD)	6	1	97	104
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	1	74	78
Digital Audiobooks (WDA)	4	1	16	21
DVD (WDVD)	28	41	1678	1747
Equipment (WEQP)	0	0	14	14
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	18	18
Fiction (WFIC)	20	17	238	275
Fiction Fantasy (WFICF)	2	0	3	5
Fiction Mystery (WFICM)	0	1	42	43
Fiction New (WFICNEW)	24	11	163	198
Fiction Science Fiction (WFICSF)	0	0	0	0
Fiction Western (WFICW)	0	0	9	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	4	4	31	39
Hanging Bags (WHANG)	0	0	8	8
ILL (WILL)	0	1	16	17
Internet (WINTER)	0	0	311	311
Juv. Audio book (WJAUDB)	5	1	24	30
Juv. Biography (WJBIO)	3	0	8	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	4	5
Juvenile Easy (WJE)	26	8	420	454
Juv. Easy Non-fiction (WJENF)	0	0	27	27
Juv. Easy Reader (WJER)	2	1	233	236
Juv. Fiction (WJFIC)	40	5	192	237
Juv. Magazine (WJMAG)	1	0	8	9
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	14	88	118
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	6	1	182	189
Large Print Fiction (WLPF)	10	10	134	154
Large Print Nonfic (WLPNF)	1	1	18	20

Magazine (WMAG)	25	0	210	235
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	0	6	6
Non-Fiction 200 (WNF200)	1	0	12	13
Non-Fiction 300 (WNF300)	2	1	11	14
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	8	9
Non-Fiction 600 (WNF600)	2	3	34	39
Non-Fiction 700 (WNF700)	1	1	13	15
Non-Fiction 800 (WNF800)	1	0	1	2
Non-Fiction 900 (WNF900)	1	1	13	15
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	0	2	81	83
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	9	5	36	50
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	6	6
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	19	4	90	113
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6136	7328	5208	18672

CIRCULATION BY HOLDINGS CODE
December 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	22	0	1	23
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	20	29	8	57

Blu-Ray (BR)	166	371	330	867
Books on CD (BKCD)	104	107	105	316
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	74	214	74	362
Digital Audiobooks (DA)	14	48	16	78
DVD (DVD)	1397	2236	1751	5384
Equipment (EQP)	28	2	14	44
See librarian (ERR)	0	0	0	0
Express Book (EXP)	14	17	19	50
Fiction (FIC)	496	467	272	1235
Fiction Fantasy (FICF)	3	0	3	6
Fiction Mystery (FICM)	77	6	43	126
Fiction New (FICNEW)	457	296	195	948
Fiction Science Fiction (FICSF)	7	2	0	9
Fiction Western (FICW)	0	0	9	9
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	6	0	6
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	55	92	31	178
Hanging Bags (HANG)	2	7	8	17
ILL (ILL)	1	25	16	42
Internet (INTR)	488	681	311	1480
Juv. Audio book (JAUDB)	35	24	24	83
Juv. Biography (JBIO)	32	17	8	57
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	15	5	39
Juvenile Easy (JE)	482	341	442	1265
Juv. Easy Non-Fiction (JENF)	34	**31**	27	92
Juv. Easy Reader (JER)	176	235	236	647
Juv. Fiction (JFIC)	352	314	206	872
Juv. Holiday (JHOL)	154	3	2	159
Juv. Magazine (JMAG)	12	17	8	37
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	159	244	95	498
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	4	0	8
Juv. Toddler (JTOD)	87	101	183	371
Large Print Fiction (LPF)	161	256	144	561
Large Print Nonfic (LPNF)	5	3	18	26
Magazine (MAG)	444	295	212	951
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	4	2	12
Non-Fiction 100 (NF100)	14	9	6	29
Non-Fiction 200 (NF200)	17	15	13	45
Non-Fiction 300 (NF300)	37	22	14	73
Non-Fiction 400 (NF400)	1	2	0	3
Non-Fiction 500 (NF500)	20	6	9	35
Non-Fiction 600 (NF600)	65	119	46	230
Non-Fiction 700 (NF700)	33	49	14	96
Non-Fiction 800 (NF800)	15	5	1	21
Non-Fiction 900 (NF900)	24	33	13	70
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	101	173	82	356
Nonfiction (NFIC)	3	0	1	4
Nonfiction New (NFNEW)	98	175	42	315
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	4	0	7
Professional Coll. (PROF)	0	6	0	6
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	16	23	31	70
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	2	2	10
Software (SWAR)	0	2	0	2
SRCS (SRCS) DeMotte	29	2	6	37
SRCS (From other libraries III-SRC	0	76	1	77
SRCS (SRCSW) Wheatfield	1	2	32	35
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	1	17	0	18
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	69	71	94	234
YA Music CD (YACD)	1	25	0	26
YA Nonfiction (YANF)	3	2	4	9
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	0	0	6
				0
Free reads	334	69	32	435
Games/Puzzles	45	0	0	45
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6530	7420	5265	19215

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1555	1113	717	3385
Nonfiction	384	531	236	1151
CHILDREN'S BOOKS				
Fiction	1119	991	1068	3178
Nonfiction	383	299	132	814
YA BOOKS				
Fiction	124	163	125	412
Nonfiction	4	3	4	11
Magazines, Adult	444	301	212	957
Magazines, Children	12	17	8	37
Sound Recordings, adult	193	386	199	778
Sound Recordings, ch	57	71	37	165
Online databases	0	0	0	0
Software	0	2	0	2

SRCS	30	80	39	149
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1664	2780	2163	6607
Equipment	28	2	14	44
Total	5997	6739	4954	17690
A-V Circulation	1914	3239	2399	7552
A-V Circulation as % of total	31.9%	48.1%	48.4%	42.7%

CIRCULATION STATISTICS

December 2017

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	64	0	**1,555**	43	3	**1,113**	28	0	**717**	**3,385**
Nonfiction	89	1	**384**	59	21	**531**	34	84	**236**	**1,151**
CHILDREN'S BKS										
Fiction	13	1	**1,119**	36	2	**991**	9	0	**1,068**	**3,178**
Nonfiction	12	0	**383**	9	148	**299**	7	0	**132**	**814**
YA BOOKS										
Fiction	8	0	**124**	14	0	**163**	8	0	**125**	**412**
Nonfiction	0	0	**4**	0	0	**3**	0	0	**4**	**11**
Magazines,Adult	0	0	**444**	0	0	**301**	0	0	**212**	**957**
Magazines, Child	0	0	**12**	0	0	**17**	0	0	**8**	**37**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	10	0	**193**	14	0	**386**	7	0	**199**	**778**
Sound Rec/Child	5	0	**57**	2	0	**71**	0	0	**37**	**165**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**2**	0	0	**0**	**2**
SRCS	0	0	**30**	0	0	**80**	0	0	**39**	**149**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
VHS/DVD/BluRay	46	75	**1,664**	92	64	**2,780**	16	2	**2,163**	**6,607**
Equipment	0	0	**28**	0	0	**2**	0	0	**14**	**44**
TOTAL	247	77	**5,997**	269	238	**6,739**	109	86	**4,954**	**17,690**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,135	74,021	60,440
Circulation Increase/Decrease	**-0.8%**	**-0.7%**	**13.8%**

MONTHLY SYSTEM STATISTICS	2016	2017	% change
Current month's Circulation	17,189	17,690	2.9%
Jan. to date circulation	258,113	258,492	0.1%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,032	23,096	16,261	16,301	15,993	16,021	**Fiction**
18,788	18,876	18,697	18,735	9,776	9,726	**Nonfiction**
						CHILDREN'S BKS
16,639	16,651	13,486	13,520	13,150	13,159	**Fiction**
9,081	9,093	6,392	6,253	6,842	6,849	**Nonfiction**
						YA BOOKS
2,402	2,410	3,239	3,253	3,158	3,166	**Fiction**
625	625	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,906	3,916	298	312	4,384	4,391	**Sound Rec/Adult**
707	712	4,419	4,421	887	887	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,332	6,303	10,011	10,039	5,896	5,910	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
81,965	82,135	73,990	74,021	60,417	60,440	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
December 2017

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	180	39	209	45	237	51	626	136
LOCAL HISTORY								
In person	2	1	5	1	0	0	7	2
Letters written	3	3	3	3	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	488	20	681	28	311	13	1480	62
Internet use-Wireless	1860		2201		713		4774	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	10	1	0	0	18	2
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	45		17		47		109	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	8	3	29	10	0	0	37	12
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	18		10		0		28	
Outreach activities	41	41	9	6	0	0	50	33
Notarized documents	12	3	9	2	8	2	29	7
Meeting Room Use (no. of grou	52	17	27	9	26	9	105	35
Study room use	38	3	53	4	14	1	105	9
Proctoring	14	7	2	1	0	0	16	8
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1751	
IN-HOUSE USE ITEMS	418		544		69		1031	
SELF-CHECKOUT USE	105		350		201		656	
INTERLIBRARY LOANS								
Requests made for:							271	68
Items rec'd for:							202	101
Items requested by other librarie							57	
Items supplied to other libraries							53	27

REGISTRATIONS

Total Borrowers	7912	12243	5059	25214
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	309	502	131	942
Number of New Patrons Added	17	15	13	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	0	0	0	0	3	18	3	18
Children's Programs (0-13)	2	12	16	96	9	54	27	162
Number attending	47		181		212		440	
YA Programs (14-17)	1	6	2	12	2	12	5	30
Number attending	5		26		14		45	
Adult Programs	1	6	6	36	0	0	7	42
Number attending	34		80		70		184	
Senior Citizen Programs	6	36	1	6	4	24	11	66
Number attending	19		11		38		68	
Total Number of Programs	**10**	60	**25**	150	**18**	108	**53**	318
Total Persons Attending	**105**		**298**		**334**		**737**	
Total Attending Same Month Last Yr.	213		258		212		683	
Total Staff Hours Spent		198		262		184	644	826
Total Number of In-House Prograı	**5**		**24**		**13**		**42**	
Total Attendance	**57**		**277**		**206**		**540**	
Total Number of Outreach Prograı	**5**		**1**		**5**		**11**	
Total Attendance	**48**		**21**		**128**		**197**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3533	58.6%	4463	66.5%	3599	73.0%	11595	65.6%
Corporate	12	0.2%	26	0.4%	0	0.0%	38	0.2%
Juvenile 0-11	14	0.2%	105	1.6%	271	5.5%	390	2.2%
Juvenile-AV	567	9.4%	866	12.9%	339	6.9%	1772	10.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	210	3.5%	248	3.7%	75	1.5%	533	3.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	68	1.1%	44	0.7%	0	0.0%	112	0.6%
Reciprocal YA	0	0.0%	7	0.1%	0	0.0%	7	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	17	0.3%	0	0.0%	17	0.1%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	1	0.0%	0	0.0%	1	0.0%
SRCS	0	0.0%	57	0.8%	0	0.0%	57	0.3%
Staff	1390	23.1%	618	9.2%	458	9.3%	2466	14.0%
Walking books	76	1.3%	110	1.6%	25	0.5%	211	1.2%
YA 12-17	1	0.0%	16	0.2%	8	0.2%	25	2.5%
YA-AV	156	2.6%	131	2.0%	154	3.1%	441	2.5%
Total	6027		6716		4929		17672	
All items borrowed by nonresidents	278	4.6%	324	4.8%	75	1.5%	677	3.8%

2018 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian 3 - R	1/1	40	$24.72	$51,417.60
Barko, Donna	HR Spec 3 - R	1/1	32	$18.01	$29,968.64
Beedle, Marlene	Spec 1 - D	1/1	32	$21.68	$36,075.52
Bishop, Nicole	Clerk-D	1/1	14	$10.52	$7,658.56
Bristol, Evie	Lib 3 - W	1/1	40	$20.90	$43,472.00
Brown, Phyllis	Clerk- D	1/1	13	$10.37	$7,010.12
Carr, Renee	Spec 1 - D	1/1	10	$22.50	$11,700.00
Cavinder, Rachael	YS Spec 3 - W	1/1	35	$21.24	$38,656.80
Delger, Kim	Spec 1 - D	1/1	40	$15.76	$32,780.80
Del Vecchio, Yvonne	Asst 2 - D	1/1	32	$14.28	$23,761.92
DeVries, Carolynn	Spec 1 - W	1/1	32	$14.46	$24,061.44
Duda, John	Janitor - R	1/1	15	$12.79	$9,976.20
Eenigenburg, Patricia	Asst 2-D	1/1	32	$12.94	$21,532.16
Fagenbaum, Autumn	Page- D, W	1/1	19	$7.85	$7,755.80
Gilbert, Jason	Maintenance- W	1/1	12	$14.49	$9,041.76
Gilmore, Rayann	Bus. Mgr - R	1/1	40	$20.36	$42,348.80
Grube, Carol	Clerk- W	1/1, 4/16	14	$10.17/$10.27	$7,455.56
Guritz, Carlie	Clerk - D	1/1	19	$10.84	$10,709.92
Hachlica, Nickole	Asst 2 - W	1/1	32	$12.94	$21,532.16
Hausenfleck, Karla	Asst 2 - D	1/1	35	$14.00	$25,480.00
Heldak, Shannon	YS Spec 3 - D	1/1, 11/16	35	$15.85/$16.48	$28,979.30
Hernandez, Saul	Maintenance- D	1/1, 6/16	12	$13.33/$13.86	$8,496.00
Hopkins, Beth	Page - R	1/1	10	$7.70	$4,004.00
Hunter, Kimberly	Asst 2- R	1/1	40	$13.40	$27,872.00
Jones, Margaret	Janitor - W	1/1	10	$13.92	$7,238.40
Keown, James	Janitor - D	1/1, 11/1	10	$11.76/$12.23	$6,157.50
Kristoff, Deborah	Lib 3- D	1/1	40	$20.59	$42,827.20
Kuhn, Rachel	Spec 1- R	1/1	40	$14.37	$29,889.60
Lambert, Jean	Asst 1- R	1/1	20	$12.77	$13,280.80
Lambert, Jean	Janitor - D	1/1	20	$14.36	$14,934.40
Lentino, Kari	Page - R	1/1	10	$8.15	$4,238.00
Lintner, Asia	Clerk - R	1/1	12	$10.52	$6,564.48
Lyons, Diane	Clerk- R	1/1	17.5	$10.68	$9,718.80
Maxwell, Sheila	Sys Adm - R	1/1	40	$32.94	$68,515.20
McDaniel, Kayla	Page- R	1/1, 4/16	10	$7.45/$7.55	$3,911.00
Michelin, Margaret	Spec 3 - R	1/1	40	$22.64	$47,091.20
Mickle, Ashlea	Page- R	1/1, 6/1	10	$7.45/$7.55	$3,904.00
Molenaar, Mary	Spec. 1 - R	1/1	40	$16.43	$34,174.40
Orsag, Hannah	Clerk - D	1/1	19	$10.32	$10,196.16
Peshewa, Shakti	Clerk - R	1/1, 2/16, 8/16	12	$10.07/$10.17/$10.27	$6,360.48
Phillips, Nancy	Asst 2 - R	1/1	35	$15.22	$27,700.40
Poortenga, Linda	Lib 3 - R	1/1	40	$27.76	$57,740.80
Prescaro, Andrea	Asst 2- R	1/1	40	$12.94	$26,915.20
Princell, Allison	Janitor- R	1/1, 7/1	15	$11.76/$12.23	$9,356.10
Richardson, Callee	Page- W	1/1	9	$7.70	$3,603.60
Salyer, Beth	Clerk-R	1/1	17.5	$15.06	$13,704.60
Sanders, Alicia	Clerk- W	1/1, 2/16	14	$10.17/$10.27	$7,466.76
Sanders, Christina	Janitor-W	1/1	16	$13.57	$11,290.24
Saxon, Kaitlyn	Page - D	1/1	10	$7.85	$4,082.00
Smith, Cynthia	TS Clerk- R	1/1	29	$11.93	$17,990.44
Smith, Melissa	Spec 1 - R	1/1	40	$14.46	$30,076.80
Speacht, Nanette	Asst 2 - W	1/1	32	$16.54	$27,522.56
Stringfellow, Patty	Director - R	1/1	40	$36.06	$75,004.80
Thomas, Zachary	Page- D	1/1, 5/1	10	$7.45/$7.55	$3,909.00
Thompson, Linda	Asst 2 - W	1/1	32	$18.09	$30,101.76
Trainor, Neile	Clerk- W	1/1	14	$10.84	$7,891.52
Van Blaircom, Daniel	Maintenance- R	1/1	12	$14.27	$8,904.48
Widner, Melissa	Spec 3 - R	1/1	40	$19.18	$39,894.40
Wilma, Janice	Lib 2- R	1/1	35	$18.72	$34,070.40
Wynkoop, Dorene	Clerk-W	1/1	14	$12.29	$8,947.12
New Courier	Courier	1/1	10	$11.76	$6,115.20
			1,490		**$1,293,036.86**

We have examined and approved the year 2018 Jasper County Public Library Salary Ordinance dated January 8, 2018.

Natalie Debeling

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Director's Financial Report
2017

The library began the year with $3,702,420.87 for all funds.

2017 began with $690,256.72 in the Operating Fund. Operating Fund receipts exceeded disbursements by $51,855.62 with the library only spending 87.4% of our Operating Fund budget. We ended with a balance of $742,112.34. We were able to transfer $50,000 to LIRF for future projects.

Property tax, LIT (Local Income Tax), and LOIT Freeze (Local Option Income Tax) revenues came in as expected. License Excise tax was higher than anticipated at 129%. CVET (Commercial Vehicle Excise Tax) and FIT (Financial Institution Tax) were slightly lower than expected at 97% each.

We have $160,000 principal and $3,440 interest left to pay on our Bond. The Bond will be paid off in January of 2018.

We ended the year with $231,535.70 in LIRF.

The Insurance Settlement Fund was declared dormant in December and the $12,908.92 balance was transferred to the Rainy Day Fund.

We spent $284,079.81 out of the Rainy Day Fund this year to purchase the properties adjacent to the DeMotte Public Library and a new phone system at all three libraries. We ended the year with $2,366,108.41 in the Rainy Day Fund with $2,013,658.74 of that in investments.

Our sweep account at Alliance Bank had an interest rate of .10% all year. In May, the Library invested $2,000,000 of Rainy Day Funds with Trust Indiana. The average monthly yield in May was .84%. The average monthly yield climbed each month ending the year with December's being 1.24%. The Trust Indiana account earned $13,658.74 in interest in 2017. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2017, leaving us with a healthy balance going into 2018. We will continue to watch spending in the new year. We believe that overall the financial picture for 2018 will be positive.

Accounting Practices for 2018

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Mark Heinig will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank is designated as the library's depository. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement. The library has joined Trust Indiana and has funds invested in that account.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but $1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of $1000 or less per item, with a cumulative value of no more than $5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

Jasper County Public Library Materiality Policy

IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts, and the State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality.

The Board of Trustees of the Jasper County Public Library does not condone any erroneous or irregular material variances, losses, shortages, or thefts of Library funds or property, but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

The Library Board establishes a policy regarding materiality and the process for reporting material items as follows:

1. All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, shall be reported to the Library Director or Treasurer.

2. It is the policy of the Library Director and Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of $500, except for inadvertent clerical errors that are identified in a timely manner and corrected promptly with no loss to the Library.

3. It is the policy of the Library Director and Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of $2000, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified in a timely manner and corrected promptly with no loss to the Library, and except for losses from genuine accidents.

In addition, the Library will adhere to IC 5-11-1-27(l) which requires public officials who have actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets to immediately send written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney regardless of the dollar amount. Misappropriation occurs when an employee or in-house contractor of the political subdivision wrongly takes or embezzles public funds or assets.

Adopted July 2016; reviewed 1/18

R12

Jasper County Public Library Code of Ethics Policy

The Jasper County Public Library (the "Library") has adopted this code of ethics to guide its board members and staff. The Code contains broad principles reflecting the types of behavior the Library expects towards constituents, donors, employees, peers and the public.

This policy cannot and does not embody the totality of the Library's ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

Board members and staff are to:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.

2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.

3. Respect the confidentiality of sensitive information about the Library, its patrons, constituents, donors, board and employees.

4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities.

5. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.

6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some return benefit from the Library, other than occasional gifts of nominal value that are in keeping with good business ethics.

7. Abide by the governing documents and policies of the Library.

8. Comply with the Library's Equal Employment Opportunity/Anti-Harassment Policy

9. Use library assets only in furtherance of Library business.

10. Encourage and contribute to safe and secure operations and work environments.

11. Respect our natural environment by using resources appropriately and efficiently.

12. Openly and honestly tell the truth.

13. Honor our commitments and promises to the best of our abilities.

14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.

15. Refrain from any conflict of interest or situation that gives the appearance of conflict or impropriety.

16. Be good and responsible stewards of the Library's physical and financial resources, including but not limited to collections, materials, and information technology.

17. Distinguish, as needed, between personal statements or expressions and the views of the library.

Adopted July 2016; reviewed 1/18

Jasper County Public Library

Code of Ethics – Disclosure Form

This form must be completed annually by all members of the board of directors and staff.

The undersigned, by their affixed signature, acknowledge receipt of and agree to abide by the Library's Code of Ethics policy.

_____

Signature

_____

Printed Name

_____

Position within the organization (e. g. board member, staff)

_____

Date

Adopted July 2016

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
  (A) inservice training;
  (B) attending seminars or other special courses of instruction; and
  (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 8th day of January, 2018.

NAY	AYE

ATTEST: _____
Secretary of Appropriating Body

R18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM

RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-5450

THOMAS B. DUMAS
(1916-1996)
WILLIAM J. MORIARTY, JR.
(1938-1983)

(219) 866-4158
FAX (219) 866-2274
edd@nwis.com
kentm@nwis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

Director's Report
December 2017

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2017 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the operating fund.

We recommend that the Accounting Practices 2018 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2018.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2018 Salary Ordinance: Please refer to R 7. The 2018 Salary Ordinance reflects the Director salary and a 4% increase in the salary of all other employees eligible for a full increase as approved at the December 2017 meeting. New employees (or employees recently given new positions) will receive increases as per the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2018 Salary Ordinance.**

Policies for Review: Two policies are scheduled for review in January 2018 – Materiality Policy and Code of Ethics Policy. Please see R 10 & R 12. No revisions are recommended.

Workshop Request: I am requesting permission to send two staff to PLA 2018 in Philadelphia, PA March 21-24. Cost to attend the full conference is $560. PLA offers an opportunity for public library professionals to gather, share ideas, and learn new things. This year's theme is "Imagine the Possibilities". Monies have been budgeted for airfare, hotel, and meal expenses for this valuable conference. **If you approve the Consent Agenda items, you will approve two staff attending PLA 2018 in Philadelphia, PA March 21-24.**

General Business:

Oath of Office – Treasurer: Janelle Harper will take her oath as Treasurer.

Oath of Office – Assistant Treasurer: Mark Heinig will take his oath as Assistant Treasurer.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Indiana State Park Entrance Pass: The Department of Natural Resources has decided not to renew the Parks Pass at Public Libraries Program for 2018. Sad news – no more Park Passes to circulate. I did ask if the can buy them 'on our own'. The answer is no, so we may no longer circulate Indiana State Park Entrance Passes. We will remove all references to this service in our library literature and the associated policy is now null and void.

Director's Report:

On December 27, I received official word from the Department of Local Government Finance that our 2018 budget has been approved.

At their year-end meeting the County Council did reappoint Natalie to our board. We have not received her paperwork yet, so Natalie will take her oath in February.

We are making our final bond payment this month! As of January 15, 2018 we are debt free!

In late December the Rensselaer Republican announced some changes: the headline read 'Rensselaer Republican Goes All Access'. Beginning this month all the company's print subscriptions will receive an 'All Access' subscription. That means each subscription will come with complete articles posted online and updated in real time throughout each day...electronic edition available 24/7...and a more comprehensive print edition delivered to the mailbox each and every Wednesday and Saturday. I will be talking with our Management Team in January about how this will affect our patrons' access to local news.

We have received word that Capital One has made the decision to end Spark Pay payment card processing on January 31, 2018. After that date we will no longer be able to accept credit or debit card payments through Spark Pay. This was unanticipated, and we are working on a replacement, however this will take some time to figure out so there may be an interruption in our ability to accept payment via debit/credit when Spark Pay ends.

We did renew our Director and Officers Insurance Policy with Great American. The premium for this coverage that provides $2 million in Director and Officers liability and $2 million in employment practices liability remained the same at $3645.

At the end of the year Tom Sherwood, Director of Buildings and Grounds for KV Schools stopped by the DeMotte Library with a question. Debbie referred his question to me, and I emailed him the following on January 2:

Good Afternoon, Mr. Sherwood –

Debbie Kristoff, Branch Manager of the DeMotte Library, let me know that you stopped by the library last Thursday and asked what the library will be doing with the property and houses that have been purchased.

There are no plans to have an inhabitant in any of the houses which will eventually be razed. There are no plans to erect a building on any of the properties. At their December meeting, the board did begin discussion about demolition of the houses. We are in the beginning stages of that process.

The board has made no official determination regarding the use of the property, but as they consider needs at the DeMotte Library, additional parking has been named as a need as has reorienting the front entrance so that vehicles do not have to drive up a hill to exit the front parking area. If you have any further questions, please do not hesitate to contact me. I am happy to help.

Patty

I include this in your packet so that you will know my response to questions regarding property purchase and next steps to date.

I spent the last month of the year presenting year-end reviews and preparing for 2018. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

System Administrator News

In December Sheila replaced several computers with new and began creating images for another batch of new computers. She began researching new credit card payment system since Capitol One Spark Pay is discontinuing service. She ordered 24 additional hotspots and began configuration, and she determined and placed orders for remaining end of year purchases.

Technical Services News

Becky reports, "I attended the Rensselaer Chamber of Commerce Christmas dinner at the Farmhouse. We were awarded Non-Profit of the year! I filled out the TLC survey mentioned at TLCU. Information for this survey was given to me by the public services staff at each of the branches. I cataloged the new Playaway Launch Pads. I did some troubleshooting various problems that cropped up with TLC."

DeMotte Library News

Debbie reports, "Our new drinking fountains are GREAT! They are ADA approved and many patrons have shared very positive comments about the flow of water and the bottle filler." Shannon shared, "In December, DeMotte Youth Services had Magnificent Monday, Super STEM, outreach to Head Start and Holiday Crafts"...We offered holiday crafts from the first of December through the 23rd. They were a big hit. The crafts were holiday and winter related. They were switched out every two to three days, so that everyone had the opportunity to create all of the crafts when they came to the library". And Debbie agrees that this was a great idea as many patrons of all ages enjoyed the crafts and spent time in the library... Amara Sheldon, from the Purdue Extension office, ran the Super STEM program. Our volunteer, Stone, and I helped the children build structures out of limited supplies to try and hold 100+ pennies. The kids really put their thinking caps on and built a variety of structures, some complex and some incredibly simple, but in the end, they all accomplished the challenge. We are

revamping our STEM program for the New Year and are looking forward to the continuing partnership with the Purdue Extension Office via Amara".

Rensselaer Library News

Linda reports, "The weather started out lovely and mild and ended up BITTERLY cold and a bit snowy. The library has stayed nicely warm, and inviting. Our Christmas Tree Walk had the following organizations participating: CDC Resources, TOPS, Tri Kappa, Heroes Tree, Hanging Grove Progressives/4-H Club, Wizard of Oz tree (P. Schulenburg), and the Frankenstein: Quantum Leap tree. The library collected a total of 649 items that were picked up by the Good Samaritan Food Pantry on December 27th... Dan has completed the Women's Giving Circle grant project of adding chair rail around the perimeter of the Conference Room; it looks lovely and the final part of paperwork has been submitted to the Jasper Foundation. This year the Jasper County Library was chosen as the Non-Profit of the Year, by the Rensselaer Chamber of Commerce members. Many staff and board members were able to attend and be recognized at the Annual Dinner. It was a great event, and wonderful to be recognized for the many things we do for our community."

Wheatfield Library News

Evie reports, "While December is typically a "slow" month, we definitely kept busy! The month started with two Saturday programs – Rachael held a Christmas Story Time the morning of the 2nd, then Carolynn held a "Laura Ingalls Christmas"...this program brought in 63 attendees! We have done some more rearranging! We received our new shelving units, so they have been installed. One is located in the adult FIC department to allow for a little more "wiggle room" among the collection. The other is located in the DVDs...this addition allowed for us to move our family-friendly movies to be shelved with the kids/animated movies. I feel that putting these movies together will give parents more peace of mind when their children are looking for movies..."

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

11/13/17

Dear JCPL Board of Directors

I would like to take this opportunity to thank you for sending me to the TLCU 2017 Conference with Patty Stringfellow, Becky Amalong and Evie Bristol.

I have learned so much at every conference I have attended and this year was incredible. I learned something new in each and every session. We learned what things we could do to make transitioning to TLC 5.0 easier and quicker, more on the functioning of the new cataloging system, tips and tricks to make the circulation module easier to use and how to make list and actions work better for us. We also learned what new and innovative ideas other libraries across the nation are doing to enhance their patrons experience which include the ability to check out a sewing machine!!!

I am truly thankful for this experience and hope to continue to learn more at future TLC Conferences.

Thank you again for such a wonderful opportunity!

Respectfully submitted

Mary M Molenaar
Technical Services Library Specialist

JCPL FINANCIAL STATEMENT
December 31, 2017

	Beginning 2017 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$690,256.72	**$267,012.98**	$2,300,294.96	**$339,017.64**	$2,352,150.58	**$742,112.34**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$14,301.35	$1,012.63	$13,530.21	$2,395.00	$14,753.90	**$15,525.04**
DeMotte	$3,743.26	**$0.00**	$2,768.50	**$0.00**	$3,626.98	**$4,601.74**
Rensselaer	$8,743.11	**$418.10**	$7,694.26	**$1,195.00**	$5,977.95	**$7,026.80**
Wheatfield	$1,814.98	**$594.53**	$3,067.45	**$1,200.00**	$5,148.97	**$3,896.50**
Library Improvement Reserve Fund	$181,354.35	**$0.00**	$0.00	**$50,014.83**	$50,181.35	**$231,535.70**
Bond & Interest Redemption Fund	$148,083.44	**$0.00**	$326,838.75	**$50,839.17**	$268,776.65	**$90,021.34**
Rainy Day Fund	$2,622,356.36	**$300.00**	$284,079.81	**$15,042.90**	$27,831.86	**$2,366,108.41**
Includes Investments of: $2,013,658.74						
State Technology Fund Grant Fund	$0.00	**$0.00**	$16,333.34	**$0.00**	$16,333.34	**$0.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$26,792.00	**$0.00**	$26,792.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$216.62	**$0.00**	$198.72	**$14.74**	$205.25	**$223.15**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$12,908.92	**$12,908.92**	$12,908.92	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,166.68**	$95,086.03	**$8,166.68**	$95,086.03	**$0.00**
FICA Tax Collected	$0.00	**$7,623.23**	$90,104.74	**$7,623.23**	$90,104.74	**$0.00**
State Tax Collected	$3,329.68	**$3,444.30**	$40,818.18	**$3,450.74**	$40,939.19	**$3,450.69**
County Tax Collected	$2,486.68	**$2,665.73**	$31,219.24	**$2,657.53**	$31,390.14	**$2,657.58**
Deferred Comp.	$0.00	**$2,290.00**	$25,510.00	**$2,290.00**	$25,510.00	**$0.00**
#125 Pre-tax Plan	$64.39	**$3,690.70**	$43,255.97	**$3,568.43**	$43,191.58	**$0.00**
Employee Life Insur.	$0.36	**$179.19**	$2,177.44	**$181.34**	$2,177.08	**$0.00**
Employee INPRS	$0.00	**$3,150.98**	$37,122.06	**$3,150.98**	$37,122.06	**$0.00**
Garnishments	$0.00	**$160.34**	$1,898.91	**$160.34**	$1,898.91	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,702,420.87**	**$312,605.68**	**$3,348,169.28**	**$488,573.55**	**$3,097,652.66**	**$3,451,904.25**

F2

Bank Balances

Jasper County Public Library

Report as of: **12/31/17**

	Bank	
1	Alliance Bank	$1,437,975.51
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,013,658.74
	Total all banks =	**$3,451,904.25**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$740.93	May-17
								$1,545.65	Jun-17
								$1,793.44	Jul-17
								$1,848.93	Aug-17
								$1,824.77	Sep-17
								$1,908.76	Oct-17
								$1,889.38	Nov-17
								$2,106.88	Dec-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$13,658.74**

F2.1

F2.2

List of outstanding checks to be voided
January 8, 2018

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

1/12/2015	CK# 33612	$24.64	Operating Fund

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **12/1/17** ***To*** **12/31/17**

Account # Description	*Annual Appropriation*	*Change to Apppropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Disbursements Last YTD*	*Balance*	*Percent*
1. Personal Services								
1.11 SALARY OF LIBRARIAN	$69,576.00	$2,248.13	$71,824.13	$6,000.80	$71,824.13	$67,475.99	$0.00	100.0
1.12 SALARY OF ASSISTANTS	$1,081,147.00	($2,248.13)	$1,078,898.87	$90,435.31	$1,064,351.30	$1,056,069.87	$14,547.57	98.7
1.13 WAGES OF JANITORS	$90,743.00	$0.00	$90,743.00	$6,349.38	$79,974.00	$78,720.70	$10,769.00	88.1
1.21 EMPLOYER'S SHARE-FICA	$94,972.00	$0.00	$94,972.00	$7,623.23	$90,104.74	$89,148.10	$4,867.26	94.9
1.22 UNEMPLOYMENT COMPENSATION	$7,013.00	$0.00	$7,013.00	$0.00	$4,691.32	$6,677.82	$2,321.68	66.9
1.23 EMPLOYER'S CONTRIB.- PERF	$109,072.00	$0.00	$109,072.00	$9,224.85	$108,303.74	$107,367.20	$768.26	99.3
1.24 EMPLOYER'S CONTRIB.- INS.	$150,836.00	$0.00	$150,836.00	$9,843.47	$122,423.70	$123,355.75	$28,412.30	81.2
Subtotal	*$1,603,359.00*	$0.00	$1,603,359.00	$129,477.04	$1,541,672.93	$1,528,815.43	$61,686.07	96.2
2. Supplies								
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$227.53	$85.92	$372.47	37.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$549.96	$6,673.57	$7,513.35	$1,826.43	78.5
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$6.29	$6,506.29	$354.76	$6,506.29	$5,414.20	$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	$8,000.00	($2,348.04)	$5,651.96	$1,609.69	$5,203.13	$5,025.42	$448.83	92.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$0.00	$176.49	$251.78	$823.51	17.6
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$222.88	$622.88	$0.00	$622.88	$265.77	$0.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$551.82	$213.61	$448.18	55.2
2.41 LIBRARY SUPPLIES	$15,500.00	$2,118.87	$17,618.87	$1,921.19	$17,618.87	$13,126.92	$0.00	100.0

F 50

F36

Account #	Description	Annual Appropriation	Change to Apppropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
2.42	MARKETING SUPPLIES	$50.00	$0.00	$50.00	$50.00	$50.00	$32.88	$0.00	100.0
	Subtotal	*$42,050.00*	$0.00	$42,050.00	$4,485.60	$37,630.58	$31,929.85	$4,419.42	89.5
3. Other Services and Charges									
3.13	LEGAL SERVICES	$7,500.00	$0.00	$7,500.00	$0.00	$5,598.20	$2,855.25	$1,901.80	74.6
3.14	OTHER PROFESSIONAL SERVICES	$26,564.00	($15,316.68)	$11,247.32	$326.00	$8,174.51	$6,859.77	$3,072.81	72.7
3.145	DATABASES & LICENSING SERVICES	$25,427.00	$939.60	$26,366.60	$654.00	$26,366.60	$23,230.02	$0.00	100.0
3.146	E-BOOKS SERVICES	$16,600.00	$9,900.00	$26,500.00	$0.00	$26,500.00	$18,500.00	$0.00	100.0
3.21	TELEPHONE	$3,800.00	$2,995.51	$6,795.51	$245.98	$6,795.51	$5,545.44	$0.00	100.0
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$112.54	$1,810.24	$2,102.52	$1,189.76	60.3
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$2,025.41	$16,584.94	$19,247.77	$3,415.06	82.9
3.24	PROFESSIONAL MEETINGS	$8,500.00	$0.00	$8,500.00	$1,284.88	$7,990.87	$9,174.26	$509.13	94.0
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$178.55	$1,314.13	$1,415.53	$685.87	65.7
3.26	NETWORKING	$76,620.00	($30,000.00)	$46,620.00	$1,927.50	$4,526.43	$8,410.18	$42,093.57	9.7
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$15.09	$615.09	$35.00	$615.09	$173.90	$0.00	100.0
3.33	MARKETING ADVERTISING	$1,800.00	$18.48	$1,818.48	$0.00	$1,818.48	$1,800.00	$0.00	100.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$362.00	$88.00	70.7
3.42	OTHER INSURANCE	$27,000.00	$1,434.00	$28,434.00	$568.00	$28,434.00	$25,314.00	$0.00	100.0
3.51	GAS	$45,000.00	$0.00	$45,000.00	$1,303.38	$19,330.85	$13,957.52	$25,669.15	43.0
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$7,234.43	$98,309.74	$93,805.27	$1,690.26	98.3
3.53	WATER	$4,000.00	$0.00	$4,000.00	$292.25	$3,157.78	$3,425.70	$842.22	78.9
3.54	WASTE DISPOSAL SERVICES	$7,500.00	$0.00	$7,500.00	$636.60	$7,310.76	$7,069.47	$189.24	97.5
3.61	BUILDING & STRUCTURES	$117,170.00	$0.00	$117,170.00	$6,874.16	$63,017.55	$71,811.17	$54,152.45	53.8
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$237.01	$2,265.15	$2,762.99	7.9
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$288.40	$280.40	$11.60	96.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$1,350.98	$1,964.98	$1,981.46	$235.02	89.3

Account #	Description	Annual Appropriation	Change to Apppropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3.93	TAXES & ASSESSMENTS	$250.00	$14.00	$264.00	$0.00	$264.00	$904.08	$0.00	100.0
3.94	TRANSFER TO LIRF	$75,822.00	$0.00	$75,822.00	$50,000.00	$50,000.00	$35,000.00	$25,822.00	65.9
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$12.50	$102.85	$114.60	$97.15	51.4
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$0.00	$120.00	0.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$114,233.00	$0.00	$114,233.00	$6,985.49	$109,469.14	$111,347.24	$4,763.86	95.8
	Subtotal	*$689,506.00*	($30,000.00)	$659,506.00	$82,059.60	$490,194.06	$466,952.70	$169,311.94	74.3
4. Capital Outlays									
4.4	FURNITURE & EQUIPMENT	$82,624.00	$0.00	$82,624.00	$37,389.11	$49,201.27	$44,784.26	$33,422.73	59.5
4.5	OTHER CAPITAL OUTLAYS	$0.00	$107.50	$107.50	$0.00	$107.50	$107.50	$0.00	100.0
4.51	BOOKS	$160,000.00	($107.50)	$159,892.50	$9,773.83	$111,156.88	$143,924.28	$48,735.62	69.5
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$63.00	$20,803.68	$20,198.27	$4,196.32	83.2
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$3,764.80	$49,528.06	$49,923.27	$10,471.94	82.5
	Subtotal	*$327,624.00*	$0.00	$327,624.00	$50,990.74	$230,797.39	$258,937.58	$96,826.61	70.4
	Grand Total	$2,662,539.00	($30,000.00)	$2,632,539.00	$267,012.98	$2,300,294.96	$2,286,635.56	$332,244.04	87.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

FSC

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From **12/1/17** ***To*** **12/31/17**

Account # Description	*Annual Appropriation*	*Change to Apppropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Disbursements Last YTD*	*Balance*	*Percent*
3. Other Services and Charges								
3.13 LEGAL SERVICES	$0.00	$9,044.68	$9,044.68	$300.00	$9,044.68	$0.00	$0.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$5,000.00	($1,889.00)	$3,111.00	$0.00	$3,111.00	$0.00	$0.00	100.0
Subtotal	*$5,000.00*	$7,155.68	$12,155.68	$300.00	$12,155.68	$0.00	$0.00	100.0
4. Capital Outlays								
4.1 LAND	$0.00	$257,549.13	$257,549.13	$0.00	$257,549.13	$0.00	$0.00	100.0
4.3 IMPROVEMENTS OTHER THAN BUILD.	$51,195.00	($50,079.81)	$1,115.19	$0.00	$0.00	$0.00	$1,115.19	0.0
4.4 FURNITURE & EQUIPMENT	$0.00	$14,375.00	$14,375.00	$0.00	$14,375.00	$0.00	$0.00	100.0
Subtotal	*$51,195.00*	$221,844.32	$273,039.32	$0.00	$271,924.13	$0.00	$1,115.19	99.6
Grand Total	$56,195.00	$229,000.00	$285,195.00	$300.00	$284,079.81	$0.00	$1,115.19	99.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

Date	*Fund*	*Account*	*Amount*	*Reason*
12/27/17	100 OPERATING FUND	1.11 SALARY OF LIBRARIAN	$2,248.13	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	1.12 SALARY OF ASSISTANTS	($2,248.13)	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	2.21 CLEANING & SANITATION SUPPLIES	$6.29	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	($2,348.04)	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	2.32 PAINT AND PAINTING SUPPLIES	$222.88	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	$2,118.87	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	($15,316.68)	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	$939.60	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.146 E-BOOKS SERVICES	$9,900.00	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.21 TELEPHONE	$2,995.51	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.26 NETWORKING	($30,000.00)	Budget Reduction per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.31 ADVERTISING & PUBLIC NOTICES	$15.09	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.33 MARKETING ADVERTISING	$18.48	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.42 OTHER INSURANCE	$1,434.00	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	$14.00	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	4.5 OTHER CAPITAL OUTLAYS	$107.50	Transfer per Board Mtg Approval 12/27/17
12/27/17	100 OPERATING FUND	4.51 BOOKS	($107.50)	Transfer per Board Mtg Approval 12/27/17
12/27/17	151 RAINY DAY FUND	3.13 LEGAL SERVICES	$9,044.68	Transfer per Board Mtg Approval 12/27/17
12/27/17	151 RAINY DAY FUND	3.14 OTHER PROFESSIONAL SERVICES	($1,889.00)	Transfer per Board Mtg Approval 12/27/17
6/30/17	151 RAINY DAY FUND	4.1 LAND	$229,000.00	Additional Appropriation: purchase of property
12/27/17	151 RAINY DAY FUND	4.1 LAND	$28,549.13	Transfer per Board Mtg Approval 12/27/17
12/27/17	151 RAINY DAY FUND	4.3 IMPROVEMENTS OTHER THAN BUILD.	($50,079.81)	Transfer per Board Mtg Approval 12/27/17
12/27/17	151 RAINY DAY FUND	4.4 FURNITURE & EQUIPMENT	$14,375.00	Transfer per Board Mtg Approval 12/27/17

Net Changes by Fund

Fund Number	*Net Change*
100	($30,000.00)
151	$229,000.00

F4a

Voucher List

Jasper County Public Library

Report Date: From **12/1/17** *To* **12/31/17**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35836	934	AARON'S LAWN CARE	12/11/17	Mowing, leaf cleanup, mow retention pond	$360.00
0	935	PAYROLL	12/8/17	PAYROLL	$51,176.33
35837	936	ACE HARDWARE	12/11/17	Tarps, nuts/bolts/nails	$10.42
0	937	ALLIANCE BANK	12/11/17	Direct Deposit Fees November 2017	$36.80
35838	938	AMERICAN LIBRARY ASSOCIA	12/11/17	Bookmarks	$36.00
35839	939	ANTHEM BLUE CROSS BLUE	12/11/17	Health Insurance premiums- December 2017	$12,251.16
35840	940	AWE ACQUISITION, INC	12/11/17	Early literacy station, enhanced support stand	$2,645.50
35841	941	BLUETARP FINANCIAL, INC	12/11/17	Crown moulding, tri-flow, duplex recep., outlet, switch box, stain	$159.95
35842	942	CENTURYLINK	12/11/17	Long distance phone service- November 2017	$19.19
35843	943	COLIN C. HAYES	12/11/17	Patron reimbursement for overpayment.	$12.50
35844	944	CULLIGAN WATER CONDITIO	12/11/17	Wh: Water Cooler Rental-December 2017, 5-gallon drinking water- 8	$71.95
35845	945	D & S COMPUTER SERVICES	12/11/17	Hosting 4th quarter 2017	$120.00
35846	946	DELTA DENTAL	12/11/17	Dental Insurance premiums- December 2017	$534.78
35847	947	EBS IRRIGATION, INC	12/11/17	Wh: Irrigation system repair, winterization of irrigation system	$325.00
35848	948	EDWARD P. DUMAS	12/11/17	Legal Assistance: Real Estate Purchase	$300.00
35849	949	ENA SERVICES LLC	12/11/17	Internet service for November 2017	$1,927.50
35850	950	ENGAGED PATRONS.ORG	12/11/17	Events Page Hosting Service 1/1/18-12/31/18	$229.00
35851	951	INDIANA LIBRARY FEDERATIO	12/11/17	2018 Library Membership	$1,350.98
35852	952	JANICE WILMA	12/11/17	Mileage 9/9-11/16/17: Staff Development Day, Management meeting; Replacement fee for lost Book Kit book	$84.55
35853	953	LINDA POORTENGA	12/11/17	Mileage 10/20-11/17/17: B2B meetings, Chamber meeting, Management meeting	$95.77
35854	954	NIPSCO	12/11/17	Gas & electric service	$5,625.88
35855	955	NITCO	12/11/17	DeM: Local Phone & Fax Service December 2017	$168.16
35856	956	PATTY STRINGFELLOW	12/11/17	Mileage 11/15-11/29/17: Check on & secure newly purchased house, Management meeting, Supervise salvage at DeVries property, Branch Visit, AVC User Group meeting	$193.67
35857	957	PRECISION CONTROL SYSTE	12/11/17	DeM: Change out O. A. actuator, reset up linkage, hot water circ pump seal leaking, drained pump, had pump rebuilt, reinstalled; Boiler #1, removed old flow switch & installed new one; material used while performing contract maintenance; Rens: multiple zones overheating, adjusted valve offset on VAV's 21, 13, 22, 26, & 25, verifed valves fully closed; material used while performing contract maintenance; 3rd installment for routine maintenance in 2013 & 2014 at DeM & Rens	$7,800.56
35858	958	RACHEL KUHN	12/11/17	Mileage 11/15-12/1/17: ILF Conference, Covered for DeMotte's Christmas Party	$139.64
35859	959	REBECCA AMALONG	12/11/17	Mileage 5/11-10/18/17: Management meeting, Librarian's Council meeting	$36.92
35860	960	RENSSELAER LAUNDRY ROO	12/11/17	Laundry	$36.00
35861	961	REPUBLIC SERVICES #715	12/11/17	Wh: Trash Service- December 2017	$100.69
35862	962	RMC IMAGING, INC	12/11/17	ST Viewscan 4 Digital Reader Printer, OCR Software, Rotating Monitor, Viewscan Annual Hardware & Software Support Viewscan III Digital Reader Printer	$9,242.00
35863	963	STAPLES CREDIT PLAN	12/11/17	Scissors, electric stapler, floor mats, wire mesh stackable trays	$225.62
35864	964	STERLING COMPUTERS	12/11/17	9 Optiplex 7050 MT XCTO's, 5 Dell 22 Monitors, 5 USB Monitor Soundbars	$10,224.50
35865	965	TECH SMITH	12/11/17	Camtasia Electronic	$179.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35866	966	THE LIBRARY STORE, INC	12/11/17	READ bookends	$57.84
35867	967	TRUGREEN PROCESSING CE	12/11/17	Rens: Tree & shrub service	$89.00
35868	968	UNIQUE MANAGEMENT SERVI	12/11/17	Collections: Initial/Secondary Placements- November 2017	$98.45
35869	969	VISION SERVICE PLAN	12/11/17	Vision Insurance Premiums- December 2017	$214.74
0	970	CHRISTINA SANDERS	12/8/17	Courier Mileage 11/16-11/30/17 (Conf. #609)	$331.70
0	971	GREAT-WEST RETIREMENT S	12/8/17	Annuity Withheld 12/08/17 payroll (Conf. #613)	$1,145.00
0	972	INDIANA CHILD SUPPORT BU	12/8/17	Child Support Garnishment: Andrea Prescaro 12/08/2017 Payroll (Payment #1890320171207154044)	$80.17
0	973	INDIANA DEPARTMENT OF RE	12/8/17	EFT-State & County Taxes w/held November 2017 Payrolls (Ref #74917)	$6,110.03
0	974	INPRS fbo PERF	12/8/17	12/08/17 Payroll Contributions	$6,177.86
0	975	IRS USA TAXPAYMENT	12/8/17	EFT-FICA & Federal Taxes w/held 12/08/17 (Ref #34981539)	$11,678.61
0	976	TOWN OF DEMOTTE	12/8/17	DeM: Sewer & Water- November 2017 (conf# 610)	$167.64
0	977	TOWN OF DEMOTTE	12/8/17	DeM House, 200 10th St SW: Water & Sewer Service- Novmeber 2017 (Conf. #612)	$37.02
0	978	TOWN OF WHEATFIELD	12/8/17	Wh: Sewer- December 2017 (conf# 611)	$56.65
35870	979	BAKER & TAYLOR	12/11/17	Books, Continuations, AV, Auto. Yours	$5,744.21
35871	980	BAKER & TAYLOR ENTERTAIN	12/11/17	DVDs, CDs	$1,181.67
35872	981	BUSINESS CARD	12/11/17	TLCU Conference expenses, hand trucks, ozobot, instant canopy, vacuum bags, dispenser keys, children's supplies, continuations, Christmas Fun Day program supplies, cupcake decorating program supplies, B2B expenses, Management meeting expenses, program refreshments, Staff Christmas party expenses, 3Doodler filament, AVC meeting parking, postage, facebook advertising	$3,701.83
35873	982	CONSOLIDATED INSURANCE	12/11/17	Worker's Compensation Audit of 4/16/16-4/16/17, additional premium due; Property Insurance 200 - 10th St DeM	$568.00
35874	983	FINDAWAY WORLD, LLC	12/11/17	Playaway Launchpads	$1,359.90
35875	984	GREY HOUSE PUBLISHING	12/11/17	Continuations	$252.50
35876	985	INDIANA GROCERY GROUP, L	12/11/17	Hero Tree program snacks, Cookie decorating program supplies	$17.12
35877	986	KAPCO	12/11/17	polyester repair tape, book repair DVD, book cover, magazine reinforcements, glue, poly covers	$451.11
35878	987	KIRBY RISK CORPORATION	12/11/17	Light bulbs, ballasts	$967.48
35879	988	KV POST NEWS	12/11/17	DeM: Newspaper subscription Acct# 0045635	$63.00
35880	989	LAURA F. KEYES	12/11/17	Program presenter	$460.00
35881	990	MIDWEST TAPE	12/11/17	DVDs	$343.30
35882	991	OFFICE DEPOT	12/11/17	Hand soap, kleenex, microfiber cloths	$194.66
35883	992	PROQUEST LLC	12/11/17	Microfilming Contract	$271.21
35884	993	QUILL CORPORATION	12/11/17	Clorox wipes, latex gloves, lysol spray, swiffer duster refills, bleach, glass cleaner	$98.24
35885	994	TRUGREEN PROCESSING CE	12/11/17	Rens: Tree & shrub treatment	$89.00
35886	995	WAL-MART COMMUNITY/SYN	12/11/17	Cleaning supplies, program refreshments, DVDs, Pallet painting program supplies, Trivia Night program supplies, Halloween program treats	$304.89
35887	996	DANIEL VAN BLAIRCOM	12/11/17	Mileage 7/11-11/27/17: pickup maintenance supplies, recycling	$23.17
35888	997	INDIANA WASTE SERVICE	12/11/17	DeM: Trash Pick-up, December 2017	$91.55
35889	998	LEGAL DIRECTORIES PUBLIS	12/11/17	Continuations	$69.75
35890	999	MELISSA J. WIDNER	12/11/17	Stocking stuffer program supplies	$3.99
35891	1000	PEGGY MICHELIN	12/11/17	Mileage 10/6-12/7/17: AV shopping, supply pickup, Post Office	$14.45
35892	1001	STANLEY STEEMER	12/11/17	Carpet & upholstery cleaning	$986.60
0	1002	PAYROLL	12/22/17	PAYROLL	$51,609.16
0	1003	AFLAC	12/22/17	Supplemental Insurance December 2017 (Conf #616)	$701.88

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1004	ANTHEM LIFE	12/22/17	Life Insurance premiums- Amount not paid from 2013 (confirmation# 614)	$10.80
0	1005	CENTURYLINK	12/22/17	WH: Local Phone Service December 2017 (Conf # 67)	$58.63
0	1006	CHRISTINA SANDERS	12/22/17	Courier Mileage 12/1/16-12/15/17 (Conf. #615)	$364.87
0	1007	CITY OF RENSSELAER	12/22/17	RENS: Utilities 11/08/17-12/07/17 (Conf. #618)	$3,327.23
0	1008	GREAT-WEST RETIREMENT S	12/22/17	Annuity Withheld 12/22/17 payroll (Conf. #620)	$1,145.00
0	1009	INDIANA CHILD SUPPORT BU	12/22/17	Child Support Garnishment: Andrea Prescaro 12/22/2017 Payroll (Payment #1890320171221150928)	$80.17
0	1010	INPRS fbo PERF	12/22/17	12/22/17 Payroll Contributions	$6,197.97
0	1011	IRS USA TAXPAYMENT	12/22/17	EFT-FICA & Federal Taxes w/held 12/22/17 (Ref #12467357)	$11,734.53
0	1012	SPRINT	12/22/17	Hotspot Data Service November 12 - December 11, 2017, purchase of 24 hotspots (Conf #619)	$1,387.74
35893	1013	ANDREA PRESCARO	12/27/17	Mileage 12/6-12/20/17: Walking Books, cover Wheatfield's holiday party	$29.43
35894	1014	BAKER & TAYLOR	12/27/17	Books, Continuations, AV, Auto. Yours	$3,063.54
35895	1015	BAKER & TAYLOR ENTERTAIN	12/27/17	AV	$827.95
35896	1016	BRODART CO.	12/27/17	Shelving	$980.02
35897	1017	DEBORAH KRISTOFF	12/27/17	Mileage 11/16-12/15/17: Management Meeting, Rensselaer Christmas Party, Wheatfield Christmas Party, Yearly Evaluation	$74.90
35898	1018	DELL MARKETING L.P.	12/27/17	Toner	$133.94
35899	1019	DEMCO	12/27/17	Read With Your Baby drawstring bags, labels, polyfit, book pockets	$869.92
35900	1020	DONNA BARKO	12/27/17	Mileage 11/6-12/21/17: Bank deposits, Post Office, New Employee Orientation, AVC meeting	$44.51
35901	1021	GRAINGER	12/27/17	Fluorescent bulbs, retrofit bottle filling station kit	$1,049.27
35902	1022	HELLO DIRECT, INC.	12/27/17	Wireless phone headset	$348.61
35903	1023	ICC Business Products	12/27/17	Recycling center, chair mats	$204.52
35904	1024	JEFF GASTINEAU	12/27/17	Santa program presenter	$50.00
35905	1025	KAPCO	12/27/17	Polyester corners	$7.80
35906	1026	KIM DELGER	12/27/17	Mileage 11/30/17: 10 Day Challenge meeting	$23.54
35907	1027	Krooswyk Plumbing, Heating &	12/27/17	DeM: Install 2 Elkay drinking fountains, one dual & one standard. Bottle fill stations on both	$4,016.26
35908	1028	LINDA POORTENGA	12/27/17	Mileage 12/15/17: B2B	$51.36
35909	1029	NICKOLE HACHLICA	12/27/17	Mileage 12/8/17: Rensselaer Christmas Party	$23.54
35910	1030	OFFICE DEPOT	12/27/17	Labels, copy paper, contact paper, projector, binder, DVD-R discs	$634.61
35911	1031	PRECISION CONTROL SYSTE	12/27/17	DeM: No heat, drive not running, troubleshoot controls, problem with terminal #9, moved to open terminal #11	$399.00
35912	1032	QUILL CORPORATION	12/27/17	Flash drives, calendar, Clorox wipes, comb binding machine, envelopes, back cushion, name tag, paper punches	$275.16
35913	1033	RACHAEL CAVINDER	12/27/17	Mileage 11/17-12/1/17: Preschool Visits, 10 Day Challenge Meeting, DeMotte Holiday Party	$20.33
35914	1034	RAYANN GILMORE	12/27/17	Mileage 7/9-11/3/17: Supply pickup, laundry, transport, Legislative Fall Forum, pickup Halleck tapes, Bookkeeping Workshop, bank deposit	$195.17
35915	1035	ROEING CORPORATION	12/27/17	Verbatim DVD-Rs archival grade, switch, travel case, 64GB microSDXC, 128 GB microSDXC	$2,726.00
35916	1036	ROEING CORPORATION	12/27/17	Liebert PSI 1000VA line-interactive rack/tower UPS, EOAforExchangeOnline- OpenGov licenses	$2,105.00
35917	1037	SHEILA MAXWELL	12/27/17	Mileage 9/6-12/19/17: Management Meeting, Branch Visits; Facebook advertising	$221.86
35918	1038	TRUGREEN PROCESSING CE	12/27/17	Ice Melt	$224.40
35919	1039	WAL-MART COMMUNITY/SYN	12/27/17	Teen Christmas program expenses, DVDs, CDs, Laura Ingalls program expenses, Cupcake Decorating program supplies, Children's Christmas program expenses, children's supplies, hotspot charger cable, program refreshments, Stocking Stuffer program supplies	$389.84

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4d

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35920	1040	YVONNE DEL VECCHIO	12/27/17	Mileage 11/1-12/20/17: Walking Books, Book Club, deliver newsletters	$39.80
35883	1041	PROQUEST LLC	12/27/17	Void voucher #992, check #35883.	($271.21)
0	1042	JASPER COUNTY PUBLIC LIB	12/27/17	Funds transferred from Operating into LIRF per Board resolution (12/11/17)	$50,000.00
0	1043	JASPER COUNTY PUBLIC LIB	12/27/17	Funds transferred from Insurance Settlement Fund into Rainy Day Fund per Board resolution (12/11/17)	$12,908.92
35921	1044	DANIEL VAN BLAIRCOM	12/27/17	Mileage 11/27-12/21/17: pickup maintenance supplies, recycling	$4.23
35922	1045	DEMCO	12/27/17	Sidewalk sign, sliding dividers, cork base book supports, labels, hinge repair tape, laminate, disc buffing cloths, fastape, subject classification labels	$4,666.24
35923	1046	PROQUEST LLC	12/27/17	KV Post News microfilm	$416.76
0	1047	SPARKPAY	12/31/17	Merchant Processing Fees- December 2017	$10.12

Total Amount of Claims **$312,605.68**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, January 03, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$312,605.68**

Date this 8th **day of** January **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2017

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,699.76	$26,704.35
DeMotte	$744.63	$9,079.14		
Rensselaer	$602.19	$10,462.24		
Wheatfield	$352.94	$7,162.97		
PHOTOCOPIES:			$540.15	$9,687.95
DeMotte	$188.60	$3,483.09		
Rensselaer	$240.95	$4,321.11		
Wheatfield	$110.60	$1,883.75		
INTEREST (Checking, Repurchase, CDs):			$61.57	$627.41
TAXES:			$336,500.65	$2,284,492.78
Property Tax	$185,610.85	$1,185,242.78		
LOIT	$17,903.58	$214,842.96		
License Excise Tax	$62,582.16	$114,402.27		
Financial Institution Tax	$1,252.32	$2,740.44		
CVET(Commercial Vehicle Excise)	$6,255.74	$12,512.33		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$62,896.00	$754,752.00		
TAXABLE SALES:-			$10.51	$63.34
REFUNDS:			$205.00	$30,574.75
Rebates/Refund	$0.00	$5.21		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$200.00	$2,550.00		
Reimbursement	$0.00	$1,241.94		
Fixed Asset Sales	$0.00	$75.00		
Miscellaneous Receipts	$5.00	($89.40)		
Interfund Transfer	$0.00	$26,792.00		
TOTAL OPERATING FUND RECEIPTS			**$339,017.64**	**$2,352,150.58**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,395.00	$14,753.90
DeMotte	$0.00	$3,626.98		
Rensselaer	$1,195.00	$5,977.95		
Wheatfield	$1,200.00	$5,148.97		
LIB. IMPROV. RESERVE FUND:			$50,014.83	$50,181.35
Interest Earned	$14.83	$181.35		
Transfer from OPERATING	$50,000.00	$50,000.00		
BOND & INTEREST REDEMPTION FUND:			$50,839.17	$268,776.65
Property Tax	$38,522.98	$245,993.78		
License Excise Tax	$10,996.87	$20,102.65		
Financial Institution Tax	$220.06	$481.55		
CVET(Commercial Vehicle Excise)	$1,099.26	$2,198.67		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$15,042.90	$27,831.86
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,133.98	$14,922.94		
Interfund Transfer	$12,908.92	$12,908.92		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$16,333.34
HOST/HOSPITALITY FUND:-			$0.00	$0.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$14.74	$205.25
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$457,324.28**	**$2,730,232.93**

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WITHHOLDING ACCOUNT FUNDS:			$31,249.27	$367,419.73
FIT Tax Collected	$8,166.68	$95,086.03		
FICA Collected	$7,623.23	$90,104.74		
State Tax Collected	$3,450.74	$40,939.19		
County Tax Collected	$2,657.53	$31,390.14		
Deferred Comp Plan	$2,290.00	$25,510.00		
Pre-tax Insurance Plans	$3,568.43	$43,191.58		
Life Insurance	$181.34	$2,177.08		
INPRS	$3,150.98	$37,122.06		
Garnishments	$160.34	$1,898.91		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			**$488,573.55**	**$3,097,652.66**

F6a

Voucher List

Jasper County Public Library

Report Date: From **1/1/18** *To* **1/8/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35925	1	BANK OF NEW YORK MELLON	1/2/18	2004 Bond Payment IMMS# 3108888400; Loan Account# JASLIBGOB04	$163,440.00
35926	2	ANTHEM BLUE CROSS BLUE	1/8/18	Health Ins. Premiums- January 2018	$13,228.74
35927	3	ANTHEM LIFE	1/8/18	Life Ins. Premiums- January 2018	$98.28
35928	4	AVC TECHNOLOGY CORPORA	1/8/18	2018 Annual Accounting & Payroll Support	$1,632.00
35929	5	BAKER & TAYLOR	1/8/18	Books, Continuations, AV, Auto. Yours	$1,814.25
35930	6	BAKER & TAYLOR ENTERTAIN	1/8/18	DVDs	$46.45
35931	7	BLUETARP FINANCIAL, INC	1/8/18	Varnish, copingsaw blades	$24.28
35932	8	A. E. BOYCE COMPANY, INC.	1/8/18	W2 forms & envelopes, 1099 forms & envelopes	$84.21
35933	9	CARDINAL OFFICE PRODUCT	1/8/18	Rensselaer Patron Copier Maintenance 12/26/2016 - 12/26/2017	$252.98
35934	10	CARRIAGE PAPER PRODUCT	1/8/18	Thermal receipt paper	$158.30
35935	11	CHICAGO TRIBUNE	1/8/18	DeM: Newspaper subscription Acct# 20468938	$650.00
35936	12	CONSOLIDATED INSURANCE	1/8/18	Directors & Officers Liability Premium- 2018	$3,645.00
35937	13	CULLIGAN WATER CONDITIO	1/8/18	Wh: Water Cooler Rental- January 2018	$11.95
35938	14	DELTA DENTAL	1/8/18	Dental Ins. Premiums- January 2018	$547.56
35939	15	DEMOTTE CHAMBER OF COM	1/8/18	Membership Dues- 2018	$60.00
35940	16	ENA SERVICES LLC	1/8/18	Internet Service- December 2017	$1,927.50
35941	17	INDIANA DEPT. OF WORKFOR	1/8/18	4th Quarter 2017 Unemployment Compensation Pymt	$436.36
35942	18	INDIANA NEWSPAPERS INC. #	1/8/18	Rens: Newspaper subscription Acct# IS0140456	$643.84
35943	19	LAFAYETTE BANK AND TRUS	1/8/18	Safe Deposit Box Rental- 2018	$55.00
35944	20	MICHAEL R. ANDERSON	1/8/18	Rens: Snow removal	$500.00
35945	21	M W INSURANCE AGENCY	1/8/18	2018 Bonds for Treasurer and Assistant Treasurer	$212.00
35946	22	NIPSCO	1/8/18	Gas & electric service	$5,521.42
35947	23	NITCO	1/8/18	DeM: Local Phone & Fax Service- January 2018	$168.16
35948	24	POST TRIBUNE	1/8/18	Rens: Newspaper subscription Acct# 74364548	$156.00
35949	25	RENSSELAER ROTARY CLUB	1/8/18	November & December 2017 dues & meals	$53.00
35950	26	REPUBLIC SERVICES #715	1/8/18	Wh: Trash Service-January 2018	$100.69
35951	27	THE LIBRARY CORPORATION	1/8/18	Enhanced Content Renewal: Mar 2018-Feb 2019; SIP Communications Software: Mar 2018-Feb 2019	$6,328.00
35952	28	THE TIMES	1/8/18	Newspaper subscriptions Acct# 170-00054391 & Acct# 170-00037838	$706.42
35953	29	VISION SERVICE PLAN	1/8/18	Vision Ins. Premiums-January 2018	$214.74
35954	30	WORLD BOOK INC.	1/8/18	Continuations	$2,997.00
35955	31	YVONNE DEL VECCHIO	1/8/18	Mileage 12/21-12/27/17: deliver newsletters, Walking Books	$18.73
35956	42	AARON'S LAWN CARE	1/8/18	Snow removal	$1,160.00
0	43	ALLIANCE BANK	1/8/18	Direct Deposit Fees - December 2017	$36.90
35957	44	BUSINESS CARD	1/8/18	One Play game subscription, remote control, Flickr renewal, B2B expenses, program prizes, children's supplies	$197.46
35958	45	CENTURYLINK	1/8/18	DeM: Long distance phone service- December 2017	$22.61
35959	46	D & S COMPUTER SERVICES	1/8/18	Hosting 1st quarter 2018	$120.00
35960	47	INDIANA WASTE SERVICE	1/8/18	DeM: Trash pick-up January 2018	$91.55
35961	48	KONE, INC.	1/8/18	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/2018	$442.74
35962	49	MOVIE LICENSING USA	1/8/18	Site Licenses for Movie Copyright Compliance, 2/1/18-1/31/19 - Wh & Ren Libraries (Lic #186929001)	$601.00
35963	50	PRECISION CONTROL SYSTE	1/8/18	4th Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017)	$2,099.00
35964	51	RENSSELAER REPUBLICAN	1/8/18	Rens: Newspaper subscription Acct# 0043509	$139.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	Total
35965	52	SHOPKO STORES OPERATIN	1/8/18	12 quart container, powerstrip	$15.78
35966	53	UNIQUE MANAGEMENT SERVI	1/8/18	Collections: Initial/Secondary Placements- December 2017	$116.35
35967	54	USA TODAY	1/8/18	DeM: Newspaper subscription Acct# 4179744	$339.25

Total Amount of Claims **$211,114.50**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 08, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$211,114.50**

Date this 8th **day of** January **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 12, 2018, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

Minutes of January Board Meeting
Bills/Financial Reports
Policies for Review (R 12, R 14, & R 16)
2018 Staff Development Day (R 16)
Workshop Request (R 17)

General Business

Oath of Office – Natalie Waling (R 17)	Action
Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian (R 17)	Information
House Demolition – Cost Estimate (R 17)	Information

Director's Report (R 16-R 20) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **January 8, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Natalie Waling, Mark Heinig, Jody Melton, Kevin Kaluf, Janelle Harper, Patricia Stringfellow, Rayann Gilmore
Absent: Janet Umlauf, Kristie Housman

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by M. Heinig, seconded by N. Waling. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with $690,256.72 and ended the year with $742,112.34. Property tax revenues came in as expected. We spent $284,079.81 out of the Rainy Day Fund this year to purchase the properties adjacent to the DeMotte Library and a new phone system at all three libraries. We were able to move $50,000 from the Operating Fund to LIRF. We have a good operating balance with which to begin 2018.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has one outstanding check. This will be receipted back into the fund that it was written from.

Accounting Practices: J. Melton moved, seconded by J. Harper, to accept the 2018 Accounting Practices as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: N. Waling moved, seconded by M. Heinig to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: M. Heinig moved, seconded by J. Melton, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business, K. Kaluf adjourned the Board of Finance Meeting at 6:09 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, K. Kaluf opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2018, Materiality Policy review, Code of Ethics Policy review, and a conference request to send two staff to PLA 2018 were approved as presented on a motion by J. Melton and seconded by N. Waling. Motion passed.

Oath of Office- Treasurer: J. Harper, Treasurer took the Oath of Office and signed the bond document.

Oath of Office – Assistant Treasurer: M. Heinig, Assistant Treasurer, took the Oath of Office and signed the bond document.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually.

Committee Assignments: In the absence of the President, K. Kaluf presented the following appointments to standing committees for 2018 on behalf of the President: Budget: J. Umlauf (chair), M. Heinig, K. Housman; Director's Evaluation: N. Waling (chair), J. Harper, K. Kaluf; Bylaws/Policy Review: J. Harper (chair), K. Kaluf, K. Housman; Nominating: J. Melton (chair), M. Heinig, N. Waling.

Indiana State Park Entrance Pass: The Department of Natural Resources has decided not to renew the Parks Pass at Public Libraries Program for 2018. Effective 1/1/2018 we no longer have park passes to check out. We will remove all references to this service in our library literature and the associated policy is now null and void.

Director's Report: At their year-end meeting the County Council reappointed N. Waling to our board. We have not received her paperwork yet, so she will take her oath in February.

We are making our final bond payment this month. As of January 15, 2018 we are debt free.

On December 27, 2017 we received official word from the Department of Local Government Finance that our 2018 budget has been approved.

Adjournment: With no further matters for discussion J. Harper moved, seconded by N. Waling to adjourn the meeting at 6:30 PM.

Jody Melton, Secretary

Attest: K. Kaluf, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
January 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	1	0	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	27	1	4	32
Blu-Ray (DBR)	206	3	3	212
Books on CD (DBKCD)	102	2	8	112
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	43	0	3	46
Digital Audiobooks (DDA)	20	0	0	20
DVD (DDVD)	1544	63	35	1642
Equipment (DEQP)	26	0	0	26
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	12	0	0	12
Fiction (DFIC)	600	16	24	640
Fiction Fantasy (DFICF)	3	0	3	6
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	96	15	1	112
Fiction New (DFICNEW)	418	15	17	450
Fiction Science Fiction (DFICSF)	9	2	0	11
Fiction Western (DFICW)	8	0	8	16
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	68	0	0	68
Hanging Bags (DHANG)	4	0	0	4
Hotspots (DWIFI)	15	0	0	15
ILL (DILL)	14	2	2	18
Internet (DINTER)	536	0	0	536
Juv. Audio book (DJAUDB)	29	6	2	37
Juv. Biography (DJBIO)	35	1	0	36
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	0	0	14
Juvenile Easy (DJE)	649	24	11	684
Juv. Easy Non-fiction (DJENF)	36	3	1	40
Juv. Easy Reader (DJER)	305	6	4	315
Juv. Fiction (DJFIC)	317	16	15	348
Juv. Holiday books (DJHOL)	43	0	3	46
Juv. Magazine (DJMAG)	20	0	1	21
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	233	14	3	250
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	1	0	1

Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	90	2	17	109
Large Print Fiction (DLPF)	155	20	4	179
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	1	1	0	2
Large Print Nonfic (DLPNF)	5	0	0	5
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	487	5	1	493
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	2	0	7
Nonfiction 100 (DNF100)	8	0	0	8
Nonfiction 200 (DNF200)	15	2	0	17
Nonfiction 300 (DNF300)	35	3	2	40
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	26	2	0	28
Nonfiction 600 (DNF600)	100	3	1	104
Nonfiction 700 (DNF700)	39	0	2	41
Nonfiction 800 (DNF800)	13	3	0	16
Nonfiction 900 (DNF900)	27	1	1	29
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	107	3	0	110
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	109	13	12	134
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	4	0	0	4
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	140	1	142
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	9	1	0	10
YA Biography (DYAB)	2	0	1	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	85	2	2	89
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	2	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	27	7	34
Blu-Ray (RBR)	3	461	5	469

Books on CD (RBKCD)	6	91	5	102
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	127	6	137
Digital Audiobooks (RDA)	2	29	0	31
DVD (RDVD)	42	2386	29	2457
Equipment (REQP)	0	9	0	9
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	21	0	21
Fiction (RFIC)	30	570	19	619
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	15	316	13	344
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	10	0	10
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	82	3	85
Hanging Bag (RHANG)	0	8	0	8
Hotspots (RWIFI)	0	2	0	2
ILL (RILL)	0	18	0	18
Internet (RINTER)	0	784	0	784
Juv. Audio book (RJAUDB)	3	30	1	34
Juv. Biography (RJBIO)	1	15	0	16
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	43	0	43
Juvenile Easy (RJE)	6	349	16	371
Juv. Easy Non-fiction (RJENF)	1	60	1	62
Juv. Easy Reader (RJER)	1	360	3	364
Juv. Fiction (RJFIC)	17	299	5	321
Juv. Magazine (RJMAG)	0	11	0	11
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	289	5	301
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	1	146	0	147
Large Print Fiction (RLPF)	15	253	4	272
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	0	1	0	1
Large Print Nonfic (RLPNF)	0	5	0	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	288	0	289
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	1	4
Non-Fiction 100 (RNF100)	5	9	1	15
Non-Fiction 200 (RNF200)	2	9	1	12
Non-Fiction 300 (RNF300)	6	62	1	69
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	0	10	1	11
Non-Fiction 600 (RNF600)	14	153	4	171
Non-Fiction 700 (RNF700)	6	56	1	63
Non-Fiction 800 (RNF800)	2	5	0	7
Non-Fiction 900 (RNF900)	2	40	1	43
Nonfiction Blu-Ray (RNFBR)	0	27	0	27
Nonfiction DVD (RNFDVD)	4	166	4	174

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	17	122	12	151
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	6	0	6
SRCS (SRCS) DeMotte	38	3	1	42
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	4	22	27
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	3	0	4
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	98	2	103
YA Music CD (RYACD)	1	15	0	16
YA Nonfiction (RYANF)	0	4	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	1	13	17
Blu-Ray (WBR)	3	4	285	292
Books on CD (WBKCD)	10	7	123	140
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	26	1	71	98
Digital Audiobooks (WDA)	0	0	15	15
DVD (WDVD)	47	51	1828	1926
Equipment (WEQP)	0	0	19	19
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	3	3
Fiction (WFIC)	21	15	254	290
Fiction Fantasy (WFICF)	1	0	17	18
Fiction Inspirational (WFICI)	6	0	7	13
Fiction Mystery (WFICM)	3	2	41	46
Fiction New (WFICNEW)	13	11	196	220
Fiction Science Fiction (WFICSF)	0	2	5	7
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	4	3	58	65
Hanging Bags (WHANG)	1	0	15	16
Hotspots (WWIFI)	0	0	9	9
ILL (WILL)	0	0	30	30
Internet (WINTER)	0	0	359	359
Juv. Audio book (WJAUDB)	4	1	22	27
Juv. Biography (WJBIO)	2	2	12	16

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	5	5
Juvenile Easy (WJE)	12	20	413	445
Juv. Easy Non-fiction (WJENF)	1	1	29	31
Juv. Easy Reader (WJER)	1	5	341	347
Juv. Fiction (WJFIC)	20	7	315	342
Juv. Magazine (WJMAG)	0	0	21	21
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	12	152	169
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	3	3
Juv. Toddler (WJTOD)	2	0	201	203
Large Print Fiction (WLPF)	8	14	127	149
Large Print Inspirational (WLPI)	0	0	0	0
Large Print Mystery (WLPM)	0	1	3	4
Large Print New (WLPN)	1	0	11	12
Large Print Nonfic (WLPNF)	4	0	19	23
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	20	0	276	296
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	2	0	6	8
Non-Fiction 200 (WNF200)	0	0	11	11
Non-Fiction 300 (WNF300)	2	2	20	24
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	2	0	6	8
Non-Fiction 600 (WNF600)	15	1	64	80
Non-Fiction 700 (WNF700)	1	5	21	27
Non-Fiction 800 (WNF800)	1	0	3	4
Non-Fiction 900 (WNF900)	7	2	14	23
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	7	113	121
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	10	4	44	58
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	0	1	3	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	8	9	108	125
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	0	0	5	5
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7326	8484	6095	21905

CIRCULATION BY HOLDINGS CODE
January 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	1	0	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	30	29	24	83
Blu-Ray (BR)	216	495	294	1005
Books on CD (BKCD)	118	100	136	354
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	73	128	80	281
Digital Audiobooks (DA)	22	29	15	66
DVD (DVD)	1633	2500	1892	6025
Equipment (EQP)	26	9	19	54
See librarian (ERR)	0	0	0	0
Express Book (EXP)	12	21	3	36
Fiction (FIC)	651	601	297	1549
Fiction Fantasy (FICF)	4	0	20	24
Fiction Inspirational (FICI)	6	0	7	13
Fiction Mystery (FICM)	99	17	42	158
Fiction New (FICNEW)	446	342	226	1014
Fiction Science Fiction (FICSF)	9	4	5	18
Fiction Western (FICW)	8	0	14	22
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	10	0	10
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	72	85	61	218
Hanging Bags (HANG)	5	8	15	28
Hotspots (WIFI)	15	2	9	26
ILL (ILL)	14	20	32	66
Internet (INTR)	536	784	359	1679
Juv. Audio book (JAUDB)	36	37	25	98
Juv. Biography (JBIO)	38	18	12	68
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	14	43	5	62
Juvenile Easy (JE)	667	393	440	1500
Juv. Easy Non-Fiction (JENF)	38	64	31	133
Juv. Easy Reader (JER)	307	371	348	1026
Juv. Fiction (JFIC)	354	322	335	1011
Juv. Holiday (JHOL)	43	0	3	46

Juv. Magazine (JMAG)	20	11	22	53
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	245	315	160	720
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	4	1	3	8
Juv. Toddler (JTOD)	93	148	218	459
Large Print Fiction (LPF)	178	287	135	600
Large Print Inspirational (LPI)	0	0	0	0
Large Print Mystery (LPM)	0	1	3	4
Large Print New (LPN)	2	2	11	15
Large Print Nonfic (LPNF)	9	5	19	33
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	508	293	277	1078
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	5	3	13
Non-Fiction 100 (NF100)	15	9	7	31
Non-Fiction 200 (NF200)	17	11	12	40
Non-Fiction 300 (NF300)	43	67	23	133
Non-Fiction 400 (NF400)	1	3	3	7
Non-Fiction 500 (NF500)	28	12	7	47
Non-Fiction 600 (NF600)	129	157	69	355
Non-Fiction 700 (NF700)	46	61	24	131
Non-Fiction 800 (NF800)	16	8	3	27
Non-Fiction 900 (NF900)	36	43	16	95
Non-Fiction Blu-Ray (NFBR)	4	27	1	32
Non-Fiction DVD (NFDVD)	112	176	117	405
Nonfiction (NFIC)	4	0	1	5
Nonfiction New (NFNEW)	136	139	68	343
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	20	26	45	91
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	2	0	5
Software (SWAR)	0	6	0	6
SRCS (SRCS) DeMotte	38	3	1	42
SRCS (From other libraries III-SRC	1	140	1	142
SRCS (SRCSW) Wheatfield	1	4	22	27
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	10	5	3	18
YA Biography (YAB)	2	2	1	5
YA Books on CD (YABKCD)	0	1	3	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	96	109	112	317
YA Music CD (YACD)	1	15	0	16
YA Nonfiction (YANF)	9	6	5	20

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	622	90	78	790
Games/Puzzles	68	40	0	108
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8036	8668	6222	22926

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2039	1365	841	4245
Nonfiction	553	601	356	1510
CHILDREN'S BOOKS				
Fiction	1440	1235	1341	4016
Nonfiction	368	399	209	976
YA BOOKS				
Fiction	168	194	173	535
Nonfiction	11	8	6	25
Magazines, Adult	508	303	277	1088
Magazines, Children	20	11	22	53
Sound Recordings, adult	223	263	237	723
Sound Recordings, ch	56	103	45	204
Online databases	0	0	0	0
Software	0	6	0	6
SRCS	40	147	24	211
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1965	3198	2304	7467
Equipment	41	11	28	80
Total	7432	7844	5863	21139
A-V Circulation	2244	3570	2586	8400
A-V Circulation as % of total	30.2%	45.5%	44.1%	39.7%

CIRCULATION STATISTICS

January 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	82	0	**2,039**	71	133	**1,365**	37	8	**841**	**4,245**
Nonfiction	55	5	**553**	58	207	**601**	16	181	**356**	**1,510**
CHILDREN'S BKS										
Fiction	53	4	**1,440**	117	227	**1,235**	28	486	**1,341**	**4,016**
Nonfiction	10	22	**368**	15	107	**399**	7	23	**209**	**976**
YA BOOKS										
Fiction	15	0	**168**	27	1	**194**	18	118	**173**	**535**
Nonfiction	1	0	**11**	0	0	**8**	0	0	**6**	**25**
Magazines,Adult			**508**			**303**			**277**	**1,088**
Magazines, Child			**20**			**11**			**22**	**53**
Games, Toys										**0**
Sound Rec/Adult	10	0	**223**	16	1	**263**	16	0	**237**	**723**
Sound Rec/Child	3	0	**56**	8	0	**103**	4	12	**45**	**204**
Online Databases	0	0		0	0	**0**	0	0	**0**	**0**
Software	0	0		0	0	**6**	0	0	**0**	**6**
SRCS	0	0	**40**	0	0	**147**	0	0	**24**	**211**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
VHS/DVD/BluRay	102	2	**1,965**	125	43	**3,198**	62	3	**2,304**	**7,467**
Equipment			**41**			**11**			**28**	**80**
TOTAL	331	33	**7,432**	437	719	**7,844**	188	831	**5,863**	**21,139**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,433	73,739	59,797
Circulation Increase/Decrease	**5.8%**	**-8.3%**	**-1.8%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	21,551	21,139	-1.9%
Jan. to date circulation	21,551	21,139	-1.9%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
23,096	23,178	16,301	16,239	16,021	16,050	**Fiction**
18,876	18,926	18,735	18,586	9,726	9,561	**Nonfiction**
						CHILDREN'S BKS
16,651	16,700	13,520	13,410	13,159	12,701	**Fiction**
9,093	9,081	6,253	6,161	6,849	6,833	**Nonfiction**
						YA BOOKS
2,410	2,425	3,253	3,279	3,166	3,066	**Fiction**
625	626	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
					0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,916	3,926	312	327	4,391	4,407	**Sound Rec/Adult**
712	715	4,421	4,429	887	879	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,303	6,403	10,039	10,121	5,910	5,969	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,135	82,433	74,021	73,739	60,440	59,797	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

January 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	315	68	241	52	282	61	838	182
LOCAL HISTORY								
In person	2	1	7	2	0	0	9	3
Letters written	2	2	4	4	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	536	22	784	33	359	15	1679	70
Internet use-Wireless	2139		2387		806		5332	
VCR Use	0	0	0	0	1	0	1	0
Microforms	2	0	17	2	0	0	19	3
Public FAX24	48		21		52		121	
Other equipment used	1	0	23	8	12	4	36	12
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	27		12		0		39	
Outreach activities	44	44	28	19	0	0	72	48
Notarized documents	19	5	17	4	13	3	49	12
Meeting Room Use (no. of grou	56	19	61	20	28	9	145	48
Study room use	38	3	61	5	24	2	123	10
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	11	0	0	0	11	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1994	
IN-HOUSE USE ITEMS	619		306		125		1050	
SELF-CHECKOUT USE	152		396		215		763	
INTERLIBRARY LOANS								
Requests made for:							297	74
Items rec'd for:							278	139
Items requested by other librarie							40	
Items supplied to other libraries							40	20

REGISTRATIONS

Total Borrowers	7958	12284	5085	25327
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	308	510	132	950
Number of New Patrons Added	48	39	28	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	7	42	14	84	10	60	31	186
Number attending	68		357		186		611	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	0		30		3		33	
Adult Programs	4	24	5	30	0	0	9	54
Number attending	47		169		28		244	
Senior Citizen Programs	8	48	1	6	5	30	14	84
Number attending	19		70		37		126	
Total Number of Programs	**19**	114	**23**	138	**16**	96	**58**	348
Total Persons Attending	**134**		**626**		**254**		**1014**	
Total Attending Same Month Last Yr.	173		275		166		614	
Total Staff Hours Spent		278		287		191	756	975
Total Number of In-House Prograr	**11**		**22**		**10**		**43**	
Total Attendance	**46**		**601**		**88**		**735**	
Total Number of Outreach Prograi	**8**		**1**		**6**		**15**	
Total Attendance	**88**		**25**		**166**		**279**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4100	54.8%	5470	69.9%	3952	68.0%	13522	64.0%
Corporate	13	0.2%	21	0.3%	0	0.0%	34	0.2%
Juvenile 0-11	89	1.2%	87	1.1%	10	0.2%	186	0.9%
Juvenile-AV	690	9.2%	820	10.5%	862	14.8%	2372	11.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	273	3.6%	334	4.3%	89	1.5%	696	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	42	0.6%	113	1.4%	0	0.0%	155	0.7%
Reciprocal YA	2	0.0%	3	0.0%	0	0.0%	5	0.0%
Reciprocal YA AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School	0	0.0%	13	0.2%	0	0.0%	13	0.1%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	1	0.0%	0	0.0%	1	0.0%
SRCS	0	0.0%	44	0.6%	0	0.0%	44	0.2%
Staff	2034	27.2%	608	7.8%	612	10.5%	3254	15.4%
Walking books	83	1.1%	136	1.7%	57	1.0%	276	1.3%
YA 12-17	7	0.1%	8	0.1%	0	0.0%	15	2.5%
YA-AV	147	2.0%	156	2.0%	232	4.0%	535	2.5%
Total	7480		7830		5814		21124	
All items borrowed by nonresidents	317	4.2%	480	6.1%	89	1.5%	886	4.2%

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees eligible for holiday benefits will also receive a paid holiday on their birthday or another day in their birthday month.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate each 5 year milestone in their library employment. This anniversary holiday will be given to any long-term employee, regardless of full or part-time status.

At the end of each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board for the following year.

8/94; reviewed 2/10; reviewed 2/18

R 12

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave. Repeat violations may result in suspension of library privileges.

1. The revocation or denial of library privileges may be appealed in writing to the Library Director within 10 days after the revocation or suspension.
2. Within 10 days of the receipt of the notice, the patron shall schedule a meeting with the Library Director to resolve the issue of the library privileges being revoked or denied.
3. If the resolution cannot be reached with the Library Director, the patron may make a written request to the Library Director, within 10 days of the meeting with the Director, asking that the matter be addressed by the Library Board at the next monthly Board Meeting. The Library Board decision shall be final and may be appealed in a court of competent jurisdiction.

The individual requesting the appeal may attend the Board Meeting and make a short presentation after which the Board shall decide the matter. The patron instituting an appeal at either the director level or the library board level, shall have the right to bring legal counsel with him or her to the hearing.

PLEASE

- No eating (except in meeting rooms or coffee café)
- No use of alcohol or illegal drugs on library property
- No use of tobacco products in the library
- (smoking in any form, including e-smoking is prohibited)
- No animals except service animals and those that are a part of sanctioned library activities; no running, throwing, fighting; no loud or abusive language - these rules of behavior shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Jasper County Public Library and to all persons entering in or on the premises.
- ~~No commercial photography~~
- No guns or weapons on library property except as allowed under Indiana law.
- No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners

are using library facilities.

- No sleeping or bathing in the library
- No soliciting except in support of the library and sanctioned library activities.
- Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

Please see the **Photography, Videotaping, and Other Recording Devices Policy** regarding photography and videotaping.

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons, we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

8/94; revised 2/16; revised 2/18

Jasper County Public Library

Interlibrary Loan Policy

If patrons wish to borrow materials that are not owned by and/or not available through ~~by~~ Jasper County Public Library, materials may be requested through Indiana Statewide Remote Circulation System (SRCS). If items are not available through SRCS, then the library will order the item in consideration of the library's Selection Policy.

Because the library is limited in regard to how many free annual requests may be made through INShare and because the fees to borrow through INShare may not be charged to patrons, only highly specialized, obscure, foreign language, out of print materials, and book discussion materials will be requested through INShare. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

The lending library determines the fees that patrons will pay for lost ILL items or ILL items returned damaged. Overdue fees will be charged as required by the Circulation Policy.

Temporary residents may not interlibrary loan materials.

Jasper County Public Library will not lend the following items through interlibrary loan: genealogy/local history materials, bar-coded ILL, eBooks, reference materials, new items, professional collection materials, vertical file items, textbooks, Playaways, Playaway Views, hotspots, and equipment.

Adopted June 2017; revised 2/18

Director's Report
January 2018

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Policies for Review: In February three policies are up for review: Holiday Policy, Library Behavior Policy, and the Circulating Software Policy. No revisions are recommended to the Holiday Policy. We recommend minor revisions to the Library Behavior Policy. Please see R 12. I inserted bullets in the 'Please' section so that this section is easier to read. I struck 'no commercial photography' and added directions to see our Photography/Videotaping Policy instead. We recommend removing the Circulating Software Policy from our policy list because it contains selection criteria, and we no longer purchase software. We still circulate the existing software but our Circulation Policy contains all circulation rules associated with software, so there really is no longer a need for this policy. Our Interlibrary Loan Policy is not up for review, but I am recommending revisions. Please see R 14. A question has come up regarding temporary residents and their access to interlibrary loan services. Often our temporary residents come to us through the Crisis Center and may only be in our community for a short time. The interlibrary loan materials take some time to arrive as they come from other Indiana libraries or libraries out of state. Lending these materials to temporary residents can be problematic due to their sometimes transient nature, so we think it best to not allow this service. When they become eligible for a full service card, then they can ILL. The other content is just for staff clarification. **If you approve the Consent Agenda items, you will approve revisions to the Library Behavior Policy and the Interlibrary Loan Policy as presented.**

2018 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2018. We have selected Friday, September 7 as the date for our 2018 training day. We would meet at the Wheatfield Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 7, 2018.**

Workshop Request: I am requesting permission to send one staff member to Developing Your Emotional Intelligence in Lafayette, Indiana on March 13. This one day seminar will focus on the importance of emotional intelligence in the workplace and how to develop and/or improve this skill. Cost to attend is $149. I am also requesting permission to send two staff members to the Computers in Libraries Conference April 17-19 in Arlington, Virginia. We have attended this valuable conference in the past where we have the opportunity to learn about emerging technologies and gain insights from information industry leaders and watchers. Cost to register is $339 per registrant. Monies have been budgeted for continuing education and the air fare and hotel that will be required for Computers in Libraries. **If you approve the consent agenda, you will approve one staff attending Developing Your Emotional Intelligence and two staff attending Computers in Libraries.**

General Business

Oath of Office - Natalie Waling: Natalie has been reappointed to our board and will take her Oath of Office at our February meeting.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports, reporting on adult and youth services.

House Demolition – Cost Estimate: Ed Dumas advised that we have an engineer write the specifications for the demolition of the three houses adjacent to DeMotte Library. He recommended that we contact the engineering firm used by the Town of DeMotte, Abonmarche. Ed made the preliminary contact with Abonmarche to explain our needs, and I have requested a quote for drawing up the specs and a cost estimate for the actual demolition. This will help with the financial aspect of planning for this project and is necessary as we consider the proper way to seek bids for the work. I hope to have this information to present at our February meeting. On a related note I have authorized Hamstra to excavate the sewer line of the Huber house and cap as per the Town of DeMotte's requirements. As soon as weather permits, this work will be completed. We had hoped for the week of February 5, but winter weather reared its head. I have also received another request to salvage from a community member. I will update you at our Monday meeting.

Director's Report

We received this good news from the Indiana State Library: "*The State Library is pleased to announce that Education Networks of America (ENA) has been selected as the vendor for the Public Library Internet Consortium. ENA's bid was very competitive and included significant decreases in the overall cost of services. Representatives from ENA will be in touch with libraries in the coming weeks to provide details for each individual library system.*" ENA is our current provider, but this was sent out for bid last year, and we were not certain if they would be retained. ENA serves us well.

We are busy preparing new hotspots for launch; researching a replacement for Spark Pay (debit/credit card processing system that Capital One discontinued on January 31); and setting up online access in-house to the Rensselaer Republican and KV Post for all library locations. Other projects include a system wide cohesive Summer Reading Program; an impact assessment of library programs; and Staff Development Day planning. The search for a new debit/credit card processing is time consuming as there are business and technical issues to unravel and an application process. Additionally we must consider patron and staff needs. This was an unplanned project that we must make time for. Paying with debit/credit cards is temporarily suspended for patrons.

Rayann and I viewed an On Local Government webinar presented by Purdue Economics Professor Larry DeBoer and Tamara Ogle from Purdue Extension Community Development. They presented on the state budget and township consolidation. We always enjoy these informative webinars and appreciate being able to view them from my office.

In January I filled out and submitted our Indiana Public Library Annual Report 2018 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann is completing the complicated and time-consuming LAR report, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We plan to publish our annual report in the Rensselaer Republican on February 21, 2018 and in the KV Post on February 22, 2018. The State Board of Accounts defines our fiscal officer as the board treasurer, so our LAR will be submitted electronically by Janelle using her own username/password issued by the SBA. She also submitted our 100R as required in January.

I am participating in weekly ILF Legislative Update Calls which help me remain informed about prospective legislation and engaged in advocacy on issues affecting Indiana libraries. I plan to attend ILF Statehouse Day on February 20.

I have placed a copy of our library newsletter in your board folder (the one that you will receive on the night of the board meeting) along with the most recent edition of the Indiana Library Federation e-newsletter in which we were mentioned. I thought you would enjoy seeing both.

System Administrator News

Sheila reports that she "set up online access to the Rensselaer Republican and KV Post for all 3 libraries. I ran into difficulty with Wheatfield because, as it turns out, they had two different accounts with the newspaper. I worked with the local newspaper staff to

get this worked out. Next step is to set up laptops for each library that will allow patrons to view the newspapers online; completed Annual Report stats for Patty and Rayann; and prepared 24 new hotspots for circulation to patrons. As these hotspots are a different model than our current ones, it took a bit of time to figure out how to lock them down so patrons can't change settings. One big issue was that patrons can turn roaming ON…there is no way to block them from doing this on these devices. I worked with Sprint to block roaming at our *account level* so that it doesn't matter what the devices are set at, roaming will not be allowed. Another thing that has delayed getting them out to patrons has been determining a replacement cost for chargers and cables. You would think that this would be an easy task, but it's been long and drawn out as our two types of hotspots need different charging devices and sales people don't quite get that."

Technical Services News

Becky reports, "I added new holdings codes for Large Print Inspirational, Large Print Mystery, Large Print Western, New Large Print, Inspirational Fiction, Playaway Views, and Hot Spots. Peggy and I met with selectors to get new lists for Continuations and Automatically Yours. We are currently submitting changes to Baker & Taylor. I gathered statistics for the Director for the Annual Report."

DeMotte Library News

Debbie reports that she and Shannon "met with the KV Rotary Club at their Monday meeting. They discussed the library's long-range plan and how the programs and services we offer help to accomplish these goals. There was a good reception from the members with several questions asked. It was a successful meeting with a community organization!"

She continues, "The KV Post did a feature article on Franklin, the Greek tortoise, since he was mentioned during the Rotary presentation. The article was on the front page – a color picture and the number one spot on the front page. We were very excited to be featured so well!! And many patrons are now asking about Franklin – our celebrity turtle."

Rensselaer Library News

Linda reports that she finished her non-fiction weeding project! She did extensive weeding in her adult non-fiction in order to add 98 shelves to her adult fiction collection. She is still working on weeding/shifting the fiction. The Adult Winter Read, "Chill Out and Read" has begun and will go until March 1 with weekly & grand prize drawings. Adult Winter Read is offered at all library location. In addition to many regular programs, Rensselaer held a successful pallet sign painting class with instruction from The Cluttered Owl of Brookston; 21 people attended. We placed a large order for different

Little Bit kits, and other items to add to the MakerSpace offerings at Rensselaer; this order used up the last of the monies provided from our Walmart grant of 2016.

Janice reports, "Family Train Day was a huge success with over 400 people in attendance. Our STEAM workshops are being met with enthusiasm. For some workshops we partner with Purdue Extension, for others we just use our own activities. St. A classes have been coming on a regular basis and our YU-GI-OH club continues to thrive."

Wheatfield Library News

Evie reports, "Jason is working on cleaning all of our tile, and it looks great! Jason also assembled two new shelving units for us – one has been added to our adult fiction collection and the other to our rapidly-growing DVD/Blu-Ray collection."

She continues, "A while back, a patron came in wanting to edit a resume in a .pdf format that she had previously written. Linda T. worked with her for quite a while with no luck and decided to call Mel W. to ask for help. Linda T. sent the resume to Mel, who converted it and sent it back to Linda T. to get to the patron. They were successful in completing the resume and the patron was happy. Just the other day, that patron returned and found Linda T. to thank her for all her hard work, telling Linda T. that she got the job she had applied for using the resume! It's such a great feeling to know that your efforts have such a positive impact on others!"

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT
January 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$169,983.17**	$169,983.17	**$62,964.20**	$62,964.20	**$635,093.37**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$308.04	$308.04	$2,625.28	$2,625.28	**$17,842.28**
DeMotte	$4,601.74	**$15.78**	$15.78	**$2,525.28**	$2,525.28	**$7,111.24**
Rensselaer	$7,026.80	**$129.99**	$129.99	**$0.00**	$0.00	**$6,896.81**
Wheatfield	$3,896.50	**$162.27**	$162.27	**$100.00**	$100.00	**$3,834.23**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$20.93**	$20.93	**$231,556.63**
Bond & Interest Redemption Fund	$90,021.34	**$163,440.00**	$163,440.00	**$0.00**	$0.00	**($73,418.66)**
Rainy Day Fund Includes Investments of: **$2,015,993.57**	$2,366,108.41	**$0.00**	$0.00	**$2,366.70**	$2,366.70	**$2,368,475.11**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$1,927.50	**$20,036.75**	$20,036.75	**$18,109.25**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$202.91**	$202.91	**$15.27**	$15.27	**$35.51**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,220.50**	$8,220.50	**$8,220.50**	$8,220.50	**$0.00**
FICA Tax Collected	$0.00	**$7,714.27**	$7,714.27	**$7,714.27**	$7,714.27	**$0.00**
State Tax Collected	$3,450.69	**$3,450.74**	$3,450.74	**$3,485.91**	$3,485.91	**$3,485.86**
County Tax Collected	$2,657.58	**$2,657.53**	$2,657.53	**$2,688.89**	$2,688.89	**$2,688.94**
Deferred Comp.	$0.00	**$2,390.00**	$2,390.00	**$2,390.00**	$2,390.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,557.20**	$3,557.20	**$3,722.92**	$3,722.92	**$165.72**
Employee Life Insur.	$0.00	**$190.63**	$190.63	**$190.62**	$190.62	**($0.01)**
Employee INPRS	$0.00	**$3,168.35**	$3,168.35	**$3,168.35**	$3,168.35	**$0.00**
Garnishments	$0.00	**$160.34**	$160.34	**$160.34**	$160.34	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$367,371.18**	**$367,371.18**	**$119,770.93**	**$119,770.93**	**$3,204,304.00**

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Bank Balances

Jasper County Public Library

Report as of: **1/31/18**

	Bank	
1	Alliance Bank	$1,188,040.43
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,015,993.57
	Total all banks =	**$3,204,304.00**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$2,334.83	Jan-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$2,334.83**

F-2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **1/1/18** ***To*** **1/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,125.60	$6,125.60	$68,879.40	91.8
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$91,268.19	$91,268.19	$1,035,442.81	91.9
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$6,857.69	$6,857.69	$85,622.31	92.6
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,714.27	$7,714.27	$91,291.73	92.2
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$436.36	$436.36	$4,086.64	90.4
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,278.24	$9,278.24	$104,923.76	91.9
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,043.37	$11,043.37	$135,663.63	92.5
Subtotal	*$1,658,634.00*		$1,658,634.00	$132,723.72	$132,723.72	$1,525,910.28	92.0
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$84.21	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$158.30	$158.30	$8,341.70	98.1
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$0.00	$0.00	$6,500.00	100.0
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$4.29	$4.29	$6,995.71	99.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$0.00	$0.00	$17,650.00	100.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$43,750.00*		$43,750.00	$246.80	$246.80	$43,503.20	99.4
3. Other Services and Charge							

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$0.00	$8,500.00	100.0
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$438.73	$438.73	$16,361.27	97.4
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$0.00	$26,830.00	100.0
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$0.00	$21,600.00	100.0
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$248.51	$248.51	$6,251.49	96.2
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$655.16	$655.16	$19,344.84	96.7
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$42.03	$42.03	$10,957.97	99.6
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$17.96	$17.96	$1,982.04	99.1
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$1,259.72	$1,259.72	$75,840.28	98.4
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$0.00	$0.00	$600.00	100.0
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$212.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$3,645.00	$3,645.00	$25,355.00	87.4
3.51	GAS	$45,000.00	$0.00	$45,000.00	$1,727.96	$1,727.96	$43,272.04	96.2
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$7,079.22	$7,079.22	$92,920.78	92.9
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$232.25	$3,767.75	94.2
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$636.60	$636.60	$7,363.40	92.0
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$1,780.00	$1,780.00	$116,490.00	98.5
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$66.95	$66.95	$233.05	77.7
3.91	DUES	$2,200.00	$0.00	$2,200.00	$92.00	$92.00	$2,108.00	95.8
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$11,075.89	$11,075.89	$127,146.11	92.0
	Subtotal	*$707,012.00*		$707,012.00	$29,209.98	$29,209.98	$677,802.02	95.9
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$39.42	$39.42	$81,110.58	100.0
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$4,658.78	$4,658.78	$155,341.22	97.1
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$2,923.51	$2,923.51	$22,076.49	88.3
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$180.96	$180.96	$59,819.04	99.7
	Subtotal	*$326,312.00*		$326,312.00	$7,802.67	$7,802.67	$318,509.33	97.6
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$169,983.17	$169,983.17	$2,565,724.83	93.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

Appropriation Report for 120.03RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From **1/1/18** ***To*** **1/31/18**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	$630.00	$0.00	$630.00	$0.00	$0.00	$630.00	100.0
3.81 PAYMENT OF BONDS	$160,000.00	$0.00	$160,000.00	$160,000.00	$160,000.00	$0.00	0.0
3.82 INTEREST-BONDS	$3,440.00	$0.00	$3,440.00	$3,440.00	$3,440.00	$0.00	0.0
Subtotal	*$164,070.00*		$164,070.00	$163,440.00	$163,440.00	$630.00	0.4
Grand Total	$164,070.00	$0.00	$164,070.00	$163,440.00	$163,440.00	$630.00	0.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **1/1/18** ***To*** **1/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$1,927.50	($1,927.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$1,927.50	($1,927.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$1,927.50	($1,927.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

Appropriation Report for 165SALES TAX

Jasper County Public Library

Report Date: From **1/1/18** ***To*** **1/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.93 TAXES & ASSESSMENTS	$0.00	$0.00	$0.00	$202.91	$202.91	($202.91)	#Div/0!
Subtotal	*$0.00*		$0.00	$202.91	$202.91	($202.91)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$202.91	$202.91	($202.91)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 1/1/18 **To** 1/31/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35925	1	BANK OF NEW YORK MELLON	1/2/18	2004 Bond Payment IMMS# 3108888400; Loan Account# JASLIBGOB04	$163,440.00
35926	2	ANTHEM BLUE CROSS BLUE	1/8/18	Health Ins. Premiums- January 2018	$13,228.74
35927	3	ANTHEM LIFE	1/8/18	Life Ins. Premiums- January 2018	$98.28
35928	4	AVC TECHNOLOGY CORPORA	1/8/18	2018 Annual Accounting & Payroll Support	$1,632.00
35929	5	BAKER & TAYLOR	1/8/18	Books, Continuations, AV, Auto. Yours	$1,814.25
35930	6	BAKER & TAYLOR ENTERTAIN	1/8/18	DVDs	$46.45
35931	7	BLUETARP FINANCIAL, INC	1/8/18	Varnish, copingsaw blades	$24.28
35932	8	A. E. BOYCE COMPANY, INC.	1/8/18	W2 forms & envelopes, 1099 forms & envelopes	$84.21
35933	9	CARDINAL OFFICE PRODUCT	1/8/18	Rensselaer Patron Copier Maintenance 12/26/2016 - 12/26/2017	$252.98
35934	10	CARRIAGE PAPER PRODUCT	1/8/18	Thermal receipt paper	$158.30
35935	11	CHICAGO TRIBUNE	1/8/18	DeM: Newspaper subscription Acct# 20468938	$650.00
35936	12	CONSOLIDATED INSURANCE	1/8/18	Directors & Officers Liability Premium- 2018	$3,645.00
35937	13	CULLIGAN WATER CONDITIO	1/8/18	Wh: Water Cooler Rental- January 2018	$11.95
35938	14	DELTA DENTAL	1/8/18	Dental Ins. Premiums- January 2018	$547.56
35939	15	DEMOTTE CHAMBER OF COM	1/8/18	Membership Dues- 2018	$60.00
35940	16	ENA SERVICES LLC	1/8/18	Internet Service- December 2017	$1,927.50
35941	17	INDIANA DEPT. OF WORKFOR	1/8/18	4th Quarter 2017 Unemployment Compensation Pymt	$436.36
35942	18	INDIANA NEWSPAPERS INC. #	1/8/18	Rens: Newspaper subscription Acct# IS0140456	$643.84
35943	19	LAFAYETTE BANK AND TRUS	1/8/18	Safe Deposit Box Rental- 2018	$55.00
35944	20	MICHAEL R. ANDERSON	1/8/18	Rens: Snow removal	$500.00
35945	21	M W INSURANCE AGENCY	1/8/18	2018 Bonds for Treasurer and Assistant Treasurer	$212.00
35946	22	NIPSCO	1/8/18	Gas & electric service	$5,521.42
35947	23	NITCO	1/8/18	DeM: Local Phone & Fax Service- January 2018	$168.16
35948	24	POST TRIBUNE	1/8/18	Rens: Newspaper subscription Acct# 74364548	$156.00
35949	25	RENSSELAER ROTARY CLUB	1/8/18	November & December 2017 dues & meals	$53.00
35950	26	REPUBLIC SERVICES #715	1/8/18	Wh: Trash Service-January 2018	$100.69
35951	27	THE LIBRARY CORPORATION	1/8/18	Enhanced Content Renewal: Mar 2018-Feb 2019; SIP Communications Software: Mar 2018-Feb 2019	$6,328.00
35952	28	THE TIMES	1/8/18	Newspaper subscriptions Acct# 170-00054391 & Acct# 170-00037838	$706.42
35953	29	VISION SERVICE PLAN	1/8/18	Vision Ins. Premiums-January 2018	$214.74
35954	30	WORLD BOOK INC.	1/8/18	Continuations	$2,997.00
35955	31	YVONNE DEL VECCHIO	1/8/18	Mileage 12/21-12/27/17: deliver newsletters, Walking Books	$18.73
0	32	PAYROLL	1/10/18	PAYROLL	$50,506.09
0	33	CHRISTINA SANDERS	1/10/18	Courier Mileage 12/18-12/29/17 (Conf. #624)	$298.53
0	34	GREAT-WEST RETIREMENT S	1/10/18	Annuity Contributions withheld 1/10/2018 Payroll (conf# 625)	$1,145.00
0	35	INDIANA CHILD SUPPORT BU	1/10/18	Child Support Garnishment: Andrea Prescaro 1/10/2018 Payroll (Payment #1890320180108113354)	$80.17
0	36	INDIANA DEPARTMENT OF RE	1/10/18	State & County Taxes withheld December 2017 Payrolls (Ref. #82093)	$6,108.27
0	37	INPRS fbo PERF	1/10/18	INPRS Contributions 1/10/18 Payroll	$5,990.47
0	38	IRS USA TAXPAYMENT	1/10/18	Federal Withholding, Medicare, & FICA withheld 1/10/18 Payroll & Ins. (Acknowledgement #64335345)	$11,366.39
0	39	TOWN OF DEMOTTE	1/10/18	DeM: Water & Sewer Service- December 2017 (Conf. #623)	$167.64
0	40	TOWN OF DEMOTTE	1/10/18	DeM House #2: Water & Sewer Service- December 2017 (Conf. #622)	$37.02
0	41	TOWN OF WHEATFIELD	1/10/18	Wh: Sewer Service- January 2018 (Conf# 621)	$56.65

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35956	42	AARON'S LAWN CARE	1/8/18	Snow removal	$1,160.00
0	43	ALLIANCE BANK	1/8/18	Direct Deposit Fees - December 2017	$36.90
35957	44	BUSINESS CARD	1/8/18	One Play game subscription, remote control, Flickr renewal, B2B expenses, program prizes, children's supplies	$197.46
35958	45	CENTURYLINK	1/8/18	DeM: Long distance phone service- December 2017	$22.61
35959	46	D & S COMPUTER SERVICES	1/8/18	Hosting 1st quarter 2018	$120.00
35960	47	INDIANA WASTE SERVICE	1/8/18	DeM: Trash pick-up January 2018	$91.55
35961	48	KONE, INC.	1/8/18	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/2018	$442.74
35962	49	MOVIE LICENSING USA	1/8/18	Site Licenses for Movie Copyright Compliance, 2/1/18-1/31/19 - Wh & Ren Libraries (Lic #186929001)	$601.00
35963	50	PRECISION CONTROL SYSTE	1/8/18	4th Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017)	$2,099.00
35964	51	RENSSELAER REPUBLICAN	1/8/18	Rens: Newspaper subscription Acct# 0043509	$139.00
35965	52	SHOPKO STORES OPERATIN	1/8/18	12 quart container, powerstrip	$15.78
35966	53	UNIQUE MANAGEMENT SERVI	1/8/18	Collections: Initial/Secondary Placements- December 2017	$116.35
35967	54	USA TODAY	1/8/18	DeM: Newspaper subscription Acct# 4179744	$339.25
0	55	INDIANA DEPT OF REVENUE	1/12/18	Sales Tax collected in 2017 less collection allowance	$202.91
0	56	PAYROLL	1/25/18	PAYROLL	$53,745.39
0	57	AFLAC	1/25/18	Supplemental Insurance January 2018 (Conf #628)	$701.88
0	58	CENTURYLINK	1/25/18	WH: Local Phone Service January 2018 (Conf # 629)	$57.74
0	59	CHRISTINA SANDERS	1/25/18	Courier Mileage 1/1 - 1/15/18 (Conf. #627)	$337.90
0	60	CITY OF RENSSELAER	1/25/18	RENS: Utilities 12/07/17-1/09/17 (Conf. #630)	$3,701.06
0	61	GREAT-WEST RETIREMENT S	1/25/18	Annuity Contributions withheld 1/25/18 Payroll (conf# 631)	$1,245.00
0	62	INDIANA CHILD SUPPORT BU	1/25/18	Child Support Garnishment: Andrea Prescaro 1/25/2018 Payroll (Payment #1890320180119120910)	$80.17
0	63	INDIANA NEWSPAPERS INC. #	1/25/18	Rens: Newspaper subscription Acct# 010542359	$289.00
0	64	INPRS fbo PERF	1/25/18	INPRS Contributions 1/25/18 Payroll	$6,456.12
0	65	IRS USA TAXPAYMENT	1/25/18	Federal Withholding, Medicare, & FICA withheld 1/25/18 Payroll & Ins. (Acknowledgement #14110873)	$12,282.65
0	66	INDIANA DEPARTMENT OF HO	1/25/18	DEM: Elevator Inspection & Certificate (Conf. #632)	$120.00
0	67	SPRINT	1/25/18	Hotspot Data Service December 12, 2017 - January 11, 2018 (Conf #633)	$1,259.72
0	69	SPARKPAY	1/31/18	Merchant Processing Fees- January 2018	$20.91

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$367,371.18**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 06, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$367,371.18**

Date this 12th **day of** February **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,856.17	$2,856.17
DeMotte	$862.49	$862.49		
Rensselaer	$1,179.85	$1,179.85		
Wheatfield	$813.83	$813.83		
PHOTOCOPIES:			$791.25	$791.25
DeMotte	$332.20	$332.20		
Rensselaer	$291.95	$291.95		
Wheatfield	$167.10	$167.10		
INTEREST (Checking, Repurchase, CDs):			$64.45	$64.45
TAXES:			$58,792.17	$58,792.17
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$58,792.17		
TAXABLE SALES:-			$18.07	$18.07
REFUNDS:			$442.09	$442.09
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$200.00	$200.00		
Reimbursement	$217.45	$217.45		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$24.64	$24.64		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$62,964.20**	**$62,964.20**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,625.28	$2,625.28
DeMotte	$2,525.28	$2,525.28		
Rensselaer	$0.00	$0.00		
Wheatfield	$100.00	$100.00		
LIB. IMPROV. RESERVE FUND:			$20.93	$20.93
Interest Earned	$20.93	$20.93		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,366.70	$2,366.70
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,366.70	$2,366.70		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$20,036.75	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$15.27	$15.27
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$88,029.13**	**$88,029.13**

F5b

WITHHOLDING ACCOUNT FUNDS:			$31,741.80	$31,741.80
FIT Tax Collected	$8,220.50	$8,220.50		
FICA Collected	$7,714.27	$7,714.27		
State Tax Collected	$3,485.91	$3,485.91		
County Tax Collected	$2,688.89	$2,688.89		
Deferred Comp Plan	$2,390.00	$2,390.00		
Pre-tax Insurance Plans	$3,722.92	$3,722.92		
Life Insurance	$190.62	$190.62		
INPRS	$3,168.35	$3,168.35		
Garnishments	$160.34	$160.34		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			**$119,770.93**	**$119,770.93**

Voucher List

Jasper County Public Library

Report Date: From 2/1/18 To 2/12/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	68	JAMES KEOWN	2/5/18	Wages from 1/25/18 payroll (bank account was closed and JCPL was not informed in time so Direct Deposit did not go through necessitating a replacement payment) conf# 638	$217.45
35968	70	AARON'S LAWN CARE	2/12/18	Snow removal	$1,830.00
35969	71	ABLE PAPER & JANITORIAL S	2/12/18	Vacuum, vacuum repair part, vacuum filter	$342.40
35970	72	ALLSTATE SIGN & PLAQUE C	2/12/18	No Parking sign	$37.70
35971	73	ANTHEM BLUE CROSS BLUE	2/12/18	Health Ins. Premiums- February 2018	$14,698.60
35972	74	ANTHEM LIFE	2/12/18	Life Ins. Premiums- February 2018	$105.48
35973	75	BAKER & TAYLOR	2/12/18	Books, Continuations, AV, Auto. Yours	$8,744.20
35974	76	BLUETARP FINANCIAL, INC	2/12/18	Ceiling tiles, paint supplies	$55.26
35975	77	BUSINESS CARD	2/12/18	Vacuum filter, littlebits, humidifier water treatment, hexbugs, vacuum bags, facebook advertising, PLA registrations- J. Wilma, S. Heldak, PLA airfare, B2B expenses, meeting room supplies, calendars, Directors Meeting expenses	$2,862.88
35976	78	CARDINAL OFFICE PRODUCT	2/12/18	DeMotte Staff Copier Maintenance 10/21/17-1/21/18	$699.27
35977	79	COMMONWEALTH TECHNOLO	2/12/18	Rens: staff copier quarterly service agreement; Wh: staff copier quarterly service agreement	$799.77
35978	80	CONSOLIDATED INSURANCE	2/12/18	Revision to Worker's Compensation Audit of 4/16/16-4/16/17	$243.00
35979	81	CREATIVE PRODUCT SOURC	2/12/18	Library stickers	$145.00
35980	82	CULLIGAN WATER CONDITIO	2/12/18	Wh: Water Cooler Rental- February 2018, 5-gallon drinking water- 6	$57.45
35981	83	DELL MARKETING L.P.	2/12/18	Toner	$129.19
35982	84	DELTA DENTAL	2/12/18	Dental Ins. Premiums-February 2018	$669.24
35983	85	DEMCO	2/12/18	Clear polypropylene tape, laminate, wind power science lab kit	$130.75
35984	86	EDWARD P. DUMAS	2/12/18	Legal Assistance: Building Demolition	$200.00
35985	87	ENA SERVICES LLC	2/12/18	Internet Service- January 2018	$1,927.50
35986	88	GAYLORD BROS., INC.	2/12/18	Archival supplies	$138.05
35987	89	HP Products	2/12/18	Toilet paper, paper towel rolls, m-folds, trash bags, vandalism mark remover, odor counteractant	$657.26
35988	90	ICC Business Products	2/12/18	Highlighters, paper clips, letter trays, dry erase markers, file storage drawers	$174.48
35989	91	INDIANA DEPARTMENT OF EN	2/12/18	Annual public water system fee- WH	$100.00
35990	92	INDIANA GROCERY GROUP, L	2/12/18	Staff Christmas Party expenses	$37.33
35991	93	INDIANA WASTE SERVICE	2/12/18	DeM: Trash pick-up February 2018	$91.55
35992	94	JASPER CO. VETERANS COU	2/12/18	2- 4x6' US Flag, 3- 3x5' Indiana Flags	$174.00
35993	95	JUNIOR LIBRARY GUILD	2/12/18	Continuations	$391.20
35994	96	KIRBY RISK CORPORATION	2/12/18	Ballasts, light bulbs	$492.75
35995	97	KROGER GARDIS & REGAS, L	2/12/18	Legal Assistance: Personnel Matters, FMLA	$870.00
35996	98	LEGO EDUCATION	2/12/18	LEGO Education WeDo 2.0 Core Set	$204.95
35997	99	LINDA POORTENGA	2/12/18	Mileage 1/19/18: B2B meeting	$51.23
35998	100	MICHAEL R. ANDERSON	2/12/18	Rens: Snow removal 1/3-1/24/18	$642.50
35999	101	MIDDLEBURY COMMUNITY PU	2/12/18	NICCL Dues for 2018	$50.00
36000	102	MIDWEST TAPE	2/12/18	Audiobook sleeves, DVDs, CD	$957.43
36001	103	NIPSCO	2/12/18	Gas & electric service	$7,020.86
36002	104	NITCO	2/12/18	DeM: Local Phone & Fax Service- February 2018	$168.16
36003	105	OFFICE DEPOT	2/12/18	Hand soap, air freshener, chairmat, toner, mechanical pencils, pencil lead, note pads, contact paper, copy paper, stapler, 3-hole punch, contruction paper, reusable strips	$1,065.05

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36004	106	OSBY WATER CONDITIONING	2/12/18	Wh. Water softener chemicals	$120.00
36005	107	OVERDRIVE, INC.	2/12/18	Deposit on Account for Future Content Purchases	$18,500.00
36006	108	PATTY STRINGFELLOW	2/12/18	Mileage 1/5-2/1/18: NWI Directors meetings	$109.00
36007	109	PRECISION CONTROL SYSTE	2/12/18	1st Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2018); DeM: HVAC repair	$1,430.50
36008	110	QUILL CORPORATION	2/12/18	Cleaning supplies, office supplies & equipment	$332.50
36009	111	RENSSELAER CHAMBER OF C	2/12/18	2018 Membership Dues, Chamber Meeting Expenses - October & November 2017, Annual Dinner- 9	$410.00
0	112	PAYROLL	2/9/18	PAYROLL	$56,907.47
36010	113	RENSSELAER LAUNDRY ROO	2/12/18	Laundry	$20.00
36011	114	RENSSELAER REPUBLICAN	2/12/18	Wh: Newspaper subscription Acct# 0038731	$139.00
36012	115	REPUBLIC SERVICES #715	2/12/18	Wh: Trash Service-February 2018	$100.69
36013	116	S & S WORLDWIDE, INC	2/12/18	Structures building set, solar robot kit, gravity maze, straws & connectors set	$134.96
36014	117	SCHOLASTIC LIBRARY PUBLI	2/12/18	Continuations	$156.00
36015	118	TECH LOGIC	2/12/18	CircIT Software Renewal- 1yr (March1, 2018-February 28, 2019)	$1,284.00
36016	119	TEI LANDMARK AUDIO	2/12/18	DeM & Wh: Playaway Lease 2/1/18-1/31/19	$2,417.00
36017	120	THOMSON REUTERS - WEST	2/12/18	Continuations	$396.00
36018	121	TRUGREEN PROCESSING CE	2/12/18	Ice Melt	$336.60
36019	122	ULINE	2/12/18	Filament tape, anti-fatigue mat	$216.18
36020	123	VISION SERVICE PLAN	2/12/18	Vision Ins. Premiums- February 2018	$214.74
36021	124	WAL-MART COMMUNITY/SYN	2/12/18	Cleaning supplies, DVDs, label tape, winter read prizes	$324.84
36022	125	ZIESE PLUMBING, HEATING, &	2/12/18	Rens: Plumbing winterization & repair	$280.00
36023	126	ACE HARDWARE	2/12/18	Maintenance supplies	$130.40
0	127	ALLIANCE BANK	2/12/18	Direct Deposit Fees - January 2018	$37.00
36024	128	BAKER & TAYLOR ENTERTAIN	2/12/18	DVDs, CDs	$3,211.60
36025	129	CENTURYLINK	2/12/18	DeM: Long distance phone service- January 2018	$24.75
36026	130	CARON L. JACOBSON	2/12/18	Patron refund for overpayment	$5.00
36027	131	HAMSTRA BUILDERS, INC.	2/12/18	Wh: 2018 HVAC Service Contract	$1,184.50
36028	132	JANICE WILMA	2/12/18	Replacement fee for lost Book Kit book	$15.00
36029	133	JENNIFER S. FITZHENRY	2/12/18	Patron refund for overpayment	$5.00
36030	134	KRYSTEN J. GUNTER	2/12/18	Patron refund for overpayment	$15.00
36031	135	LINDA CHANDLER BAUSMAN	2/12/18	Patron refund for overpayment	$5.00
36032	136	OVERDRIVE, INC.	2/12/18	Database Maintenance Fee & Future Content Purchases (February 2018-January 2019)	$3,000.00
36033	137	PROQUEST LLC	2/12/18	Microfilm- KV Post News & Rensselaer Republican	$1,362.98
36034	138	SIMPLEXGRINNELL	2/12/18	Rens: Annual Fire Alarm Test & Inspection	$494.86
36035	139	SUNRISE PACKAGING INC.	2/12/18	Audiobook cases, TV Series cases	$1,017.46
36036	140	UNIQUE MANAGEMENT SERVI	2/12/18	Collections: Initial/Secondary Placements- January 2018	$304.30

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F6c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$141,824.27**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 12, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$141,824.27**

Date this 12th **day of** February **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 12, 2018, 6pm
Rensselaer Public Library

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 15)
Workshop Requests (R 15)

General Business

Discontinue Service – Mobile Computer Lab (R 15) Action

Director's Report (R 15-R 19) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **February 12, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Natalie Waling, Janet Umlauf, Jody Melton, Janelle Harper, Kevin Kaluf, Mark Heinig, Kristie Housman, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Holiday Policy review, Library Behavior Policy revisions, Interlibrary Loan Policy revisions, removal of the Circulating Software Policy, library closure for 2018 Staff Development Day on September 7, request to send one staff member to Developing Your Emotional Intelligence seminar, and request to send two staff members to Computers in Libraries Conference were approved as presented on a motion by M. Heinig and seconded by J. Harper. Motion passed.

Oath of Office – Natalie Waling: N. Waling took her oath of office. She has been reappointed to our Board by the Jasper County Council.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: J. Wilma, Rensselaer Youth Services Librarian, shared that this year they started a STEM (Science, Technology, Engineering, and Math) workshop partnering with Purdue Extension on some of the programs. Programs have included basic coding with Ozobots, maze construction with Hex Bugs, and making homemade snow, play dough, slime, and pizzas. The butterfly garden continues to be maintained with the help of the Third Thursday group and the stuffed animal sleepover was a huge success culminating in a hot dog lunch and game time. We participated in the first community Resource Day, the Earth Day Celebration, and Family Night at the Farmers Market. We also go to Jasper County Youth Center to read once a month. In addition we partnered with Saint Augustine for the solar eclipse by providing all the students with viewing glasses for the event. About 200 pairs of glasses were also handed out to the general public thanks to a grant we received. 1000 Books before Kindergarten continues to be a popular program. Five little ones have made it to the 1000 books goal. Performer Jim Gill presented a wonderful program with lively music and got both the grownups and the children up and dancing. All three library branches were involved in this program. We read to the Saint Augustine students who visit weekly and the Head Start students visit once a month for a story and craft. Our Summer Reading program was a big success with the theme Build a Better World. 78 children completed all six weeks of reading. Weekly Summer Reading activities involved building a town with card board boxes and recycled materials, building marble mazes, and robots. We had a juggler, magician, and Indiana Wild for entertainment. As usual our donors were very generous and our volunteers were amazing.

L. Poortenga, Rensselaer Headquarters Librarian, reported that being involved in an initiative to standardize and streamline orders/processing this last year prompted her to once again think LEAN. We worked on tidying and organizing the attic space with the help of the four departments at Rensselaer. New divider tape was laid down to assist with the organization of space. Linda was asked to speak at the Brushwood Church Senior Saints meeting in September to represent the library and the services we provide in Jasper County. Afterwards, one person even came to the library to pick up more information brochures for herself and to share at CDC Resources. A Charlie Halleck program was held. This program was a collaboration with Jasper County Historian, Judy Kanne, local teacher and County Councilman, Paul Norwine, and Dr. Henry

Scheele, who recently donated his personal research papers on Charlie Halleck and audio tapes of Mr. Halleck's campaign speeches. Many of the audio tapes and been digitized. We received a grant from the Rensselaer Women's Giving Circle for the chair rail in the conference room. This project was completed by our maintenance staff member, Dan VanBlaircom, and looks wonderful. The Rensselaer Library was voted Non-Profit of the Year by the Rensselaer Chamber of Commerce. Several staff members and board members were able to attend the Chamber's Dinner to receive the framed certificate. The Family Train Day was the busiest Saturday with over 400 people coming through the doors! We saw people who had never used the library getting cards and others who hadn't used the library recently updating their cards and paying off fines so they could use our resources. There were many compliments on the trains and the library. We believe that the Facebook Boost was vital and beneficial in getting the word out.

House Demolition – Cost Estimate: In December 2017 Attorney, Ed Dumas, advised that we have an engineer write the specifications for the demolition of the three houses adjacent to DeMotte Library. He recommended that we contact the engineering firm used by the Town of DeMotte, Abonmarche. E. Dumas made the preliminary contact with Abonmarche to explain our needs, and P. Stringfellow requested a quote for drawing up the specifications and a cost estimate for the actual demolition. This will help with the financial aspect of planning for this project and is necessary as we consider the proper way to seek bids for the work. The quote for drawing up the specifications has been received. It includes Boundary & Topographic Survey and Demolition Plan & Specifications. The cost is $9100. Abonmarche also gave a ballpark estimate for demolition of $100,000 for three houses. P. Stringfellow will sign and accept the proposal pending review by E. Dumas.

Director's Report: We received good news from the Indiana State Library that Education Networks of America (ENA) has been selected as the vendor for the Public Library Internet Consortium. ENA's bid was very competitive and included significant decreases in the overall cost of services. ENA is our current provider, but this was sent out for bid last year and we were not certain if they would be retained. ENA serves us well. The new hotspots should be out for circulation this week. We have been researching a replacement for SparkPay, our debit/credit card processing system that Capital One discontinued on January 31. We are planning to go with Square for this and are in the process of setting up our account. The Indiana Public Library Annual Report 2017 has been submitted to the State Library. The LAR report is complete and ready for submission. J. Harper, Treasurer, will submit this report to the State Board of Accounts this week.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:33 PM.

Jody Melton, Secretary

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
February 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	2	22
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	22	2	2	26
Blu-Ray (DBR)	187	2	3	192
Books on CD (DBKCD)	73	4	7	84
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	46	5	1	52
Digital Audiobooks (DDA)	16	0	1	17
DVD (DDVD)	1520	61	47	1628
Equipment (DEQP)	41	0	0	41
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	475	20	14	509
Fiction Fantasy (DFICF)	2	0	0	2
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	111	11	0	122
Fiction New (DFICNEW)	433	9	14	456
Fiction Science Fiction (DFICSF)	7	3	0	10
Fiction Western (DFICW)	10	0	11	21
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	66	0	1	67
Hanging Bags (DHANG)	12	0	0	12
Hotspots (DWIFI)	24	0	0	24
ILL (DILL)	23	0	0	23
Internet (DINTER)	546	0	0	546
Juv. Audio book (DJAUDB)	19	0	0	19
Juv. Biography (DJBIO)	30	2	6	38
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	29	0	0	29
Juvenile Easy (DJE)	602	19	26	647
Juv. Easy Non-fiction (DJENF)	97	4	2	103
Juv. Easy Reader (DJER)	298	5	5	308
Juv. Fiction (DJFIC)	394	10	14	418
Juv. Holiday books (DJHOL)	42	4	1	47
Juv. Magazine (DJMAG)	15	0	0	15
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	230	9	14	253
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	11	0	0	11
Juv. Toddler (DJTOD)	109	2	5	116
Large Print Fiction (DLPF)	157	10	5	172
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	11	1	0	12
Large Print Nonfic (DLPNF)	14	0	0	14
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	439	4	1	444
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	0	0	1
Nonfiction 100 (DNF100)	2	0	0	2
Nonfiction 200 (DNF200)	25	0	0	25
Nonfiction 300 (DNF300)	29	2	4	35
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	23	0	0	23
Nonfiction 600 (DNF600)	108	6	7	121
Nonfiction 700 (DNF700)	18	4	2	24
Nonfiction 800 (DNF800)	11	1	0	12
Nonfiction 900 (DNF900)	34	5	1	40
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	77	1	2	80
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	90	9	15	114
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	5	0	0	5
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	0	0	8
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	137	0	137
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	52	7	5	64
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	3	0	0	3
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	25	2	29
Blu-Ray (RBR)	0	435	0	435

Books on CD (RBKCD)	4	130	1	135
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	85	0	89
Digital Audiobooks (RDA)	0	29	0	29
DVD (RDVD)	47	2481	54	2582
Equipment (REQP)	0	11	0	11
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	27	547	11	585
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	308	11	339
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	14	0	14
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	97	0	98
Hanging Bag (RHANG)	0	10	0	10
Hotspots (RWIFI)	0	29	0	29
ILL (RILL)	0	45	0	45
Internet (RINTER)	0	767	0	767
Juv. Audio book (RJAUDB)	0	35	6	41
Juv. Biography (RJBIO)	1	21	3	25
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	21	1	22
Juvenile Easy (RJE)	8	373	31	412
Juv. Easy Non-fiction (RJENF)	1	45	2	48
Juv. Easy Reader (RJER)	3	298	4	305
Juv. Fiction (RJFIC)	16	282	6	304
Juv. Magazine (RJMAG)	0	12	0	12
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	14	205	13	232
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	1	112	7	120
Large Print Fiction (RLPF)	12	212	3	227
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	16	1	18
Large Print Nonfic (RLPNF)	0	5	0	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	255	0	255
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	1	10	0	11
Non-Fiction 200 (RNF200)	5	15	1	21
Non-Fiction 300 (RNF300)	7	49	5	61
Non-Fiction 400 (RNF400)	0	0	0	0
Non-Fiction 500 (RNF500)	2	11	0	13
Non-Fiction 600 (RNF600)	18	126	17	161
Non-Fiction 700 (RNF700)	0	33	1	34
Non-Fiction 800 (RNF800)	0	1	0	1
Non-Fiction 900 (RNF900)	3	28	0	31
Nonfiction Blu-Ray (RNFBR)	0	4	0	4
Nonfiction DVD (RNFDVD)	1	120	3	124

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	10	137	10	157
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	4	0	4
SRCS (SRCS) DeMotte	32	2	5	39
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	0	38	39
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	7	0	8
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	85	7	94
YA Music CD (RYACD)	0	41	0	41
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	4	7	11
Blu-Ray (WBR)	5	3	230	238
Books on CD (WBKCD)	16	4	103	123
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	2	81	91
Digital Audiobooks (WDA)	1	0	22	23
DVD (WDVD)	56	55	1928	2039
Equipment (WEQP)	0	0	30	30
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	24	11	226	261
Fiction Fantasy (WFICF)	1	0	8	9
Fiction Inspirational (WFICI)	6	4	35	45
Fiction Mystery (WFICM)	3	0	42	45
Fiction New (WFICNEW)	23	11	185	219
Fiction Science Fiction (WFICSF)	0	0	0	0
Fiction Western (WFICW)	0	0	20	20
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	12	0	38	50
Hanging Bags (WHANG)	0	1	9	10
Hotspots (WWIFI)	0	0	32	32
ILL (WILL)	0	0	32	32
Internet (WINTER)	0	0	365	365
Juv. Audio book (WJAUDB)	5	2	30	37
Juv. Biography (WJBIO)	1	2	16	19

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	16	16
Juvenile Easy (WJE)	19	9	420	448
Juv. Easy Non-fiction (WJENF)	0	3	41	44
Juv. Easy Reader (WJER)	2	1	281	284
Juv. Fiction (WJFIC)	26	3	268	297
Juv. Magazine (WJMAG)	0	0	25	25
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	3	182	197
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	12	0	193	205
Large Print Fiction (WLPF)	18	4	107	129
Large Print Inspirational (WLPI)	2	4	3	9
Large Print Mystery (WLPM)	1	0	5	6
Large Print New (WLPN)	1	1	22	24
Large Print Nonfic (WLPNF)	1	0	15	16
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	12	0	235	247
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	1	0	3	4
Non-Fiction 200 (WNF200)	0	1	9	10
Non-Fiction 300 (WNF300)	3	1	18	22
Non-Fiction 400 (WNF400)	2	0	0	2
Non-Fiction 500 (WNF500)	3	0	7	10
Non-Fiction 600 (WNF600)	18	3	70	91
Non-Fiction 700 (WNF700)	4	1	15	20
Non-Fiction 800 (WNF800)	0	0	7	7
Non-Fiction 900 (WNF900)	3	3	9	15
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	137	138
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	13	7	43	63
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	0	12	12
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	6	11	127	144
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	1	1	5	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7197	8108	6183	21488

CIRCULATION BY HOLDINGS CODE
February 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	2	22
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	24	31	11	66
Blu-Ray (BR)	194	444	233	871
Books on CD (BKCD)	93	138	111	342
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	58	92	82	232
Digital Audiobooks (DA)	17	29	23	69
DVD (DVD)	1623	2597	2029	6249
Equipment (EQP)	41	11	30	82
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	526	578	251	1355
Fiction Fantasy (FICF)	3	0	8	11
Fiction Inspirational (FICI)	6	4	35	45
Fiction Mystery (FICM)	114	11	42	167
Fiction New (FICNEW)	476	328	210	1014
Fiction Science Fiction (FICSF)	7	3	0	10
Fiction Western (FICW)	10	0	31	41
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	14	0	14
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	79	97	39	215
Hanging Bags (HANG)	12	11	9	32
Hotspots (WIFI)	24	29	32	85
ILL (ILL)	23	45	32	100
Internet (INTR)	546	767	365	1678
Juv. Audio book (JAUDB)	24	37	36	97
Juv. Biography (JBIO)	32	25	25	82
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	29	21	17	67
Juvenile Easy (JE)	629	401	477	1507
Juv. Easy Non-Fiction (JENF)	98	**52**	45	195
Juv. Easy Reader (JER)	303	304	290	897
Juv. Fiction (JFIC)	436	295	288	1019
Juv. Holiday (JHOL)	42	4	1	47

Juv. Magazine (JMAG)	15	12	25	52
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	256	217	209	682
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	11	2	1	14
Juv. Toddler (JTOD)	122	114	205	441
Large Print Fiction (LPF)	187	226	115	528
Large Print Inspirational (LPI)	2	4	3	9
Large Print Mystery (LPM)	1	0	5	6
Large Print New (LPN)	13	18	23	54
Large Print Nonfic (LPNF)	15	5	15	35
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	451	259	236	946
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	2	2	5
Non-Fiction 100 (NF100)	4	10	3	17
Non-Fiction 200 (NF200)	30	16	10	56
Non-Fiction 300 (NF300)	39	52	27	118
Non-Fiction 400 (NF400)	7	0	0	7
Non-Fiction 500 (NF500)	28	11	7	46
Non-Fiction 600 (NF600)	144	135	94	373
Non-Fiction 700 (NF700)	22	38	18	78
Non-Fiction 800 (NF800)	11	2	7	20
Non-Fiction 900 (NF900)	40	36	10	86
Non-Fiction Blu-Ray (NFBR)	2	4	0	6
Non-Fiction DVD (NFDVD)	78	122	142	342
Nonfiction (NFIC)	2	0	1	3
Nonfiction New (NFNEW)	113	153	68	334
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	5	2	0	7
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	32	50	21	103
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	1	1	10
Software (SWAR)	1	4	0	5
SRCS (SRCS) DeMotte	32	2	5	39
SRCS (From other libraries III-SRC	0	137	0	137
SRCS (SRCSW) Wheatfield	1	0	38	39
Vertical File (VF)	0	3	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	1	7	12	20
YA Biography (YAB)	2	1	2	5
YA Books on CD (YABKCD)	0	0	12	12
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	60	103	139	302
YA Music CD (YACD)	0	41	0	41
YA Nonfiction (YANF)	4	3	5	12

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	452	352	71	875
Games/Puzzles	7	12	0	19
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7690	8526	6286	22502

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1799	1524	794	4117
Nonfiction	548	591	327	1466
CHILDREN'S BOOKS				
Fiction	1510	1114	1262	3886
Nonfiction	439	300	281	1020
YA BOOKS				
Fiction	139	200	178	517
Nonfiction	6	4	7	17
Magazines, Adult	451	273	236	960
Magazines, Children	15	12	25	52
Sound Recordings, adult	169	266	240	675
Sound Recordings, ch	65	110	62	237
Online databases	0	0	0	0
Software	1	4	0	5
SRCS	33	139	43	215
Vertical file	0	3	0	3
VHS/DVD/Blu-Ray	1897	3167	2404	7468
Equipment	65	40	62	167
Total	7137	7747	5921	20805
A-V Circulation	2132	3547	2706	8385
A-V Circulation as % of total	29.9%	45.8%	45.7%	40.3%

CIRCULATION STATISTICS

February 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	72	3	**1,799**	58	218	**1,524**	76	2	**794**	**4,117**
Nonfiction	50	126	**548**	61	9	**591**	41	0	**327**	**1,466**
CHILDREN'S BKS										
Fiction	38	17	**1,510**	77	16	**1,114**	52	2	**1,262**	**3,886**
Nonfiction	10	2	**439**	11	0	**300**	6	5	**281**	**1,020**
YA BOOKS										
Fiction	7	0	**139**	27	0	**200**	25	0	**178**	**517**
Nonfiction	2	0	**6**	0	0	**4**	0	0	**7**	**17**
Magazines,Adult	0	0	**451**	0	0	**273**	0	0	**236**	**960**
Magazines, Child	0	0	**15**	0	0	**12**	0	0	**25**	**52**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	5	3	**169**	7	1	**266**	16	1	**240**	**675**
Sound Rec/Child	4	0	**65**	3	0	**110**	6	0	**62**	**237**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**4**	0	0	**0**	**5**
SRCS	0	0	**33**	0	0	**139**	0	0	**43**	**215**
Vertical Files	0	0	**0**	0	0	**3**	0	0	**0**	**3**
VHS/DVD/BluRay	26	11	**1,897**	86	53	**3,167**	14	3	**2,404**	**7,468**
Equipment	0	0	**65**	0	0	**40**	0	0	**62**	**167**
TOTAL	214	162	**7,137**	330	297	**7,747**	236	13	**5,921**	**20,805**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,485	73,772	60,020
Circulation Increase/Decrease	**4.4%**	**-10.5%**	**14.4%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	20,666	20,805	0.7%
Jan. to date circulation	42,217	41,944	-0.6%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
23,178	23,247	16,239	16,079	16,050	16,124	**Fiction**
18,926	18,850	18,586	18,638	9,561	9,602	**Nonfiction**
						CHILDREN'S BKS
16,700	16,721	13,410	13,471	12,701	12,751	**Fiction**
9,081	9,089	6,161	6,172	6,833	6,834	**Nonfiction**
						YA BOOKS
2,425	2,432	3,279	3,306	3,066	3,091	**Fiction**
626	628	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
					0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,926	3,928	327	333	4,407	4,422	**Sound Rec/Adult**
715	719	4,429	4,432	879	885	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,403	6,418	10,121	10,154	5,969	5,980	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,433	82,485	73,739	73,772	59,797	60,020	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

February 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	276	60	227	49	254	55	757	164
LOCAL HISTORY								
In person	3	1	8	2	1	0	12	3
Letters written	2	2	6	6	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	546	23	767	32	365	15	1678	70
Internet use-Wireless	2016		2324		812		5152	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	18	2	0	0	18	2
Public FAX24	54		23		43		120	
Other equipment used	13	4	16	5	0	0	29	10
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	17		13		0		30	
Outreach activities	38	38	18	12	0	0	56	37
Notarized documents	15	4	13	3	6	2	34	9
Meeting Room Use (no. of grou	48	16	55	18	37	12	140	47
Study room use	53	4	54	5	29	2	136	11
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	32	0	29	0	5	0	66	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1880	
IN-HOUSE USE ITEMS	609		138		82		829	
SELF-CHECKOUT USE	102		434		231		767	
INTERLIBRARY LOANS								
Requests made for:							280	70
Items rec'd for:							284	142
Items requested by other librari							58	
Items supplied to other libraries							61	31

REGISTRATIONS

Total Borrowers	7536	11926	4833	24295
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	288	479	120	887
Number of New Patrons Added	31	37	19	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	16	96	8	48	10	60	34	204
Number attending	183		64		114		361	
YA Programs (14-17)	1	6	3	18	1	6	5	30
Number attending	2		25		3		30	
Adult Programs	6	36	3	18	2	12	11	66
Number attending	118		46		58		222	
Senior Citizen Programs	6	36	3	18	3	18	12	72
Number attending	30		22		50		102	
Total Number of Programs	**29**	174	**17**	102	**16**	96	**62**	372
Total Persons Attending	**333**		**157**		**225**		**715**	
Total Attending Same Month Last Yr.	216		116		315		647	
Total Staff Hours Spent		326		238		183	747	976
Total Number of In-House Prograı	**21**		**16**		**12**		**49**	
Total Attendance	**200**		**134**		**159**		**493**	
Total Number of Outreach Prograı	**8**		**1**		**4**		**13**	
Total Attendance	**133**		**23**		**66**		**222**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3920	55.1%	5572	72.3%	4213	71.5%	13705	66.2%
Corporate	6	0.1%	21	0.3%	0	0.0%	27	0.1%
Juvenile 0-11	58	0.8%	79	1.0%	25	0.4%	162	0.8%
Juvenile-AV	648	9.1%	869	11.3%	835	14.2%	2352	11.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	235	3.3%	317	4.1%	106	1.8%	658	3.2%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	101	1.4%	25	0.3%	15	0.3%	141	0.7%
Reciprocal YA	1	0.0%	0	0.0%	2	0.0%	3	0.0%
Reciprocal YA AV	0	0.0%	14	0.2%	0	0.0%	14	0.1%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	3	0.0%	0	0.0%	3	0.0%
SRCS	0	0.0%	56	0.7%	0	0.0%	56	0.3%
Staff	1910	26.9%	500	6.5%	478	8.1%	2888	13.9%
Walking books	114	1.6%	76	1.0%	35	0.6%	225	1.1%
YA 12-17	2	0.0%	4	0.1%	2	0.0%	8	2.2%
YA-AV	115	1.6%	159	2.1%	178	3.0%	452	2.2%
Total	7110		7705		5889		20704	
All items borrowed by nonresidents	337	4.7%	369	4.8%	123	2.1%	829	4.0%

Salary Ordinance 2018
Updated 3/12/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Shannon Heldak	Librarian II	$17.48	2/16/18	35	D

We hired Shannon Heldak in November as Youth Services Specialist. She completed her MLS in December and applied for Indiana Library Certification. In February we received her official transcripts that confirmed her MLS and a copy of her Indiana Library Certificate, LC3. Shannon now qualifies for and has been promoted to Librarian II classification and rate of pay.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 3/12/18.

Director's Report
February 2018

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2018 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2018 Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in March: Staff Complaint Policy and Public Purchase Policy. No revisions are recommended.

Workshop Request: I am requesting permission to send four staff members to The Association for Rural and Small Libraries Conference in Springfield, IL September 13-15. This conference, titled Linking Libraries in the Land of Lincoln and featuring Librarian of Congress, Dr. Carla Hayden, and bestselling author, Elizabeth Berg, will focus on topics relevant to librarians and libraries situated in rural communities. Cost to attend is $340 per registrant. Breakfasts, lunches, and a brunch are included in these fees. No airfare will be necessary as we will be able to drive to Springfield, IL. There will be hotel expenses. I am also requesting permission to send 2 staff to TLC University in St. Louis, MO, November 4-7. TLC is our automated system vendor so this is valuable training for us. Cost to attend is $299 per person which includes session materials, three breakfasts, two lunches, and more. No airfare will be necessary, but we will have hotel expenses. Staff who have attended previously always express excitement about and appreciation for this conference. Monies have been budgeted for both of these conferences. **If you approve the consent agenda, you will approve four staff attending The Association for Rural and Small Libraries Conference and two staff attending TLC University.**

General Business

Discontinue Service - Mobile Computer Lab: Last year staff let me know that our patrons are not using our mobile lab and that attendance at our library programs featuring the lab are not well attended. We spent some time last year promoting the lab to see if that would boost use. Use still lagged. I have feedback from other Indiana libraries that they are experiencing the same with their computer labs. Currently patrons are most interested in learning about and/or getting help with their own devices. We launched our Mobile Computer Lab in March 2006 with success, but it seems that this service is no longer needed. I recommend that Mobile Computer Lab service be discontinued and that remaining equipment be repurposed to meet library tech needs. It is wise to recognize when services are no longer needed and reallocate resources to

meet other needs. A board vote is required to discontinue Mobile Computer Lab Service.

Director's Report:

Since our last Long Range Plan/Technology Plan Update we have completed the following: visited local elementary and preschools; attended Jasper County Leadership Classes; viewed various webinars; attended various community meetings (Rotary, Chamber, Step Ahead); offered a variety of health-related programs; added shelving for AV materials; added more hotspots; presented a class on library databases to a homeschool group; added link to library's history page to student portal on our website; created videos to generate interest in library events on social media; offered patron class on Libby (eBook access); scanned and collated several Dr. Henry Scheele files for our digitized local history collection; competed 1940s and 2000-2009 obituary indexes at Rensselaer Library; began to digitize and label library photos; collaborated with Jasper County Historical Society on a three-part program on World War I; recorded an oral history with a long time Rensselaer resident; reviewed Procedure Manual; reviewed and/or revised numerous procedures and policies; evaluated library programs in consideration of impact and discontinued programs that make little to no impact; cleaned carpets and some upholstered furniture; installed chair rail in conference room, and added new drinking fountains with bottle fillers; offered Adult Winter Reading program; boosted various library events on Facebook; installed a new switch; began evaluating patron desktop screens; set up e-access accounts for local newspapers and began researching how to offer access to patrons in-house; researched replacement for Spark Pay credit card payment system and began process to acquire new system; replaced old pcs with new; offered an exciting Jim Gill program for young children; added and rearranged shelving to improve functionality; presented to DeMotte Rotary Club; added Playaway Launchpads for in-house use.

I attended Library Day at the Statehouse on Tuesday, February 20. I enjoyed meeting new Senator Brian Buchanan and meeting with Representatives Sharon Negele & Don Lehe and Senator Ron Alting. What a privilege it is to explain the public library's role in education, workforce development, e-government, and meeting community need as well as to thank legislators for their support of Indiana Libraries and internet connectivity. It was an energizing day! I felt valued, heard, and appreciated.

Evie, Debbie, and I attended an MCLS sponsored World Café Conversation at Lake County Public Library on March 6. the World Café methodology is a simple, effective, and flexible format for hosting large group dialogue. Participants create new points of view through dialogue and discussion, pooling information and examining it from various angles. The focus for the day was Barriers to Library Service. We described the ideal library, what it would provide for us as patron and then considered what prevents that from happening? How can we remove barriers to service? What would we do if we were assured of success? It was thought provoking and energizing. Similar meetings will be

held at other locations around the state, and we will receive a report out at the conclusion of the meetings.

Additional hotspots were made available at each library February 14. Unfortunately DeMotte and Wheatfield library patrons began experiencing technical difficulties with the new devices (they are not the same model as the original hotspots; Sprint is providing a different model now). So we are in the midst of troubleshooting what is happening and why and hoping to get things running more smoothly very soon. Rensselaer patrons are not having trouble with the new model. That is good but baffling news.

We will be hosting Jasper, the bicentennial bison, from April 1 to November 8 at JCPL so that he is not at the courthouse during spring and fall elections. County Commissioners feel he is in the way during election time. We are excited to host, as it shows our willingness to help our county government with their challenges, and I think our patrons will love to see him up close and personal. Personnel from the courthouse will move him around. We do not have to move him from place to place. He is not heavy. I have been told that 2 or 3 people can carry it up two flights of stairs. He is 8'3" long, 2'9"wide, 5'6"wide and sits on a platform which is approximately 2 inches tall. He will visit each of our libraries as per the following schedule: April 2-June 10 Rensselaer; June 11-August 26 Wheatfield; and August 27-November 8 DeMotte.

Rayann and I met with Ryan Fetters, a municipal advisor from Umbaugh & Associates in late February. He called in early February to introduce himself and ask about any plans we might have regarding bond issuance. He knew we had made our final bond payment in January. That phone call led to plans for a library visit. We reviewed our financial report with him and other information that is available on the Gateway, explaining short and long term plans for spending. We explained that the library did not have any immediate plans to issue bonds and he concurred that there is no need at this time acknowledging our healthy balances. We appreciated the face-to-face visit.

Trust INdiana investments continue to do well.

System Administrator News

Sheila reports that she, "researched alternatives to SparkPay and met with Patty and Rayann. We decided to switch to Square, so we setup an account and I've been working on accounts for each library and setting up the portal and writing instructions. The new hotspots don't work consistently for DeMotte and Wheatfield patrons (Rensselaer hasn't reported issues). I have been troubleshooting with Hannah (clerk at DeMotte) and Kim. We are close to pinpointing the issue and then will have to work from there to find a solution. Currently, staff logs into the Sprint website to disable/enable data on the hotspots. However, Sprint keeps changing their login procedure, and it's frustrating for staff and for myself. In addition, the website doesn't work consistently, and often gives errors and doesn't respond to clicks. Our 3rd party

hotspot support provider, Manage Mobility (MM), provides a "portal" for their customers who have 50+ hotspots. This portal would allow us to put a request in for disable/enable through the MM portal rather than through the Sprint website. We have only 36 hotspots, but I contacted my account manager at MM, and she received approval to have a portal set up for us. The MM portal has been set up. I've received training and created a procedure, and created shortcuts to the portal for staff desktops. I will be sending out an email to staff explaining how they may now go through the MM portal to disable/enable hotspots rather than through the Sprint website.

Technical Services News

Becky reports, "Peggy and I continued to work on the Automatically Yours and Continuations lists, making sure that all lists were current, and there were no duplications of authors/series. We are updating these a bit when mistakes are found. New lists have been submitted to Baker & Taylor. I have begun going through our Cataloging Procedures manual to update them as needed. I ran some reports for Patty and Rayann to help with the Annual Report, and some other borrower questions."

DeMotte Library News

Debbie reports, "Karla and Shannon did outreach to several preschools: DeMotte United Methodist (two classes), Head Start (two classes), and Faith Lutheran (two visits/4 classes total). Preschool visits continue to be a great way to get out in the community so kids get to know our faces and look forward to seeing us when they visit the library. The Goldfish song by Laurie Berkner was a hit across the board with all the preschoolers. Super STEM started again with the sessions broken up into younger and upper grades. The K-3rd graders made circuits. Shannon was excited as she shared, "The joy on Amelia's face when she was able to control the buzzer with the push of a button was a highlight of the program". The 3rd-6th graders experimented with Ozobots and circuits, with guidance from Amara of the Purdue Extension Office."

Rensselaer Library News

Linda reports, "Mel offered a well-received workshop on library databases for Homeschoolers." Many staff attended library committee and or community meetings in February. Janice reports, "February came in like a lion and out like a lamb. Heavy snow and inclement weather kept most of the St. A classes away. Third Thursday was fun exploring the traditions of Chinese New Year. The flu kept Head Start from making it in. We did have a nice visit with the Benton High School Special Needs class; they were very impressed with our star wars display and enjoyed looking at the artifacts in the Milroy cabinet."

Wheatfield Library News

Evie reports, "February was a fairly slow month for us. We had a couple of busy days when KV had e-learning days and the kids were required to complete work online. The weather also required us to reschedule our cupcake decorating program to later in the month. Other programs we held included two book discussions and the Morning Movie. Rachael and Nikki started a six-week Story Time session, as well as hosted the After School program, two book discussions, and Maker Monday. Rachael also visited Wheatfield Elementary to read to the first grade students. During one of her shifts, Nanette had a patron come in and comment how much he enjoyed coming to our library for DVDs."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
February 28, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$210,791.31**	$380,774.48	**$62,848.38**	$125,812.58	**$487,150.44**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$1,745.24	$2,053.28	$5,272.38	$7,897.66	**$21,369.42**
DeMotte	$4,601.74	**$505.46**	$521.24	**$650.00**	$3,175.28	**$7,255.78**
Rensselaer	$7,026.80	**$1,184.81**	$1,314.80	**$4,622.38**	$4,622.38	**$10,334.38**
Wheatfield	$3,896.50	**$54.97**	$217.24	**$0.00**	$100.00	**$3,779.26**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$17.76**	$38.69	**$231,574.39**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$0.00	**($73,418.66)**
Rainy Day Fund Includes Investments of: **$2,018,194.38**	$2,366,108.41	**$200.00**	$200.00	**$2,227.85**	$4,594.55	**$2,370,502.96**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$3,855.00	**$0.00**	$20,036.75	**$16,181.75**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$35.18**	$50.45	**$70.69**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,253.22**	$15,473.72	**$7,253.22**	$15,473.72	**$0.00**
FICA Tax Collected	$0.00	**$8,189.54**	$15,903.81	**$8,189.54**	$15,903.81	**$0.00**
State Tax Collected	$3,450.69	**$3,485.91**	$6,936.65	**$3,711.69**	$7,197.60	**$3,711.64**
County Tax Collected	$2,657.58	**$2,688.89**	$5,346.42	**$2,891.53**	$5,580.42	**$2,891.58**
Deferred Comp.	$0.00	**$2,490.00**	$4,880.00	**$2,490.00**	$4,880.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,880.41**	$7,437.61	**$3,722.92**	$7,445.84	**$8.23**
Employee Life Insur.	$0.00	**$180.63**	$371.26	**$180.62**	$371.24	**($0.02)**
Employee INPRS	$0.00	**$3,351.57**	$6,519.92	**$3,351.57**	$6,519.92	**$0.00**
Garnishments	$0.00	**$160.34**	$320.68	**$160.34**	$320.68	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$246,344.56**	**$613,715.74**	**$102,352.98**	**$222,123.91**	**$3,060,312.42**

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Bank Balances

Jasper County Public Library

Report as of: **2/28/18**

	Bank	
1	Alliance Bank	$1,041,848.04
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,018,194.38
	Total all banks =	**$3,060,312.42**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$2,334.83	Jan-18
								$2,200.81	Feb-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$4,535.64**

F.C.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **2/1/18** ***To*** **2/28/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$12,376.00	$62,629.00	83.5
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$96,772.14	$188,040.33	$938,670.67	83.3
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,660.05	$14,517.74	$77,962.26	84.3
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$8,189.54	$15,903.81	$83,102.19	83.9
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$436.36	$4,086.64	90.4
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,831.19	$19,109.43	$95,092.57	83.3
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$12,328.90	$23,372.27	$123,334.73	84.1
Subtotal	*$1,658,634.00*		$1,658,634.00	$141,032.22	$273,755.94	$1,384,878.06	83.5
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$1,197.68	$1,355.98	$7,144.02	84.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$928.35	$928.35	$5,571.65	85.7
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$1,186.11	$1,190.40	$5,809.60	83.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$4.29	$4.29	$995.71	99.6
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$50.97	$50.97	$349.03	87.3
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$9.48	$9.48	$990.52	99.1
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$2,662.51	$2,662.51	$14,987.49	84.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$43,750.00*		$43,750.00	$6,039.39	$6,286.19	$37,463.81	85.6
3. Other Services and Charge							

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$870.00	$870.00	$7,630.00	89.8
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$20.00	$458.73	$16,341.27	97.3
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$0.00	$26,830.00	100.0
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$21,500.00	$21,500.00	$100.00	0.5
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$250.63	$499.14	$6,000.86	92.3
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,729.32	$2,384.48	$17,615.52	88.1
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$1,569.10	$1,611.13	$9,388.87	85.4
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$96.06	$114.02	$1,885.98	94.3
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$0.00	$1,259.72	$75,840.28	98.4
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$9.98	$9.98	$590.02	98.3
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$243.00	$3,888.00	$25,112.00	86.6
3.51	GAS	$45,000.00	$0.00	$45,000.00	$2,237.47	$3,965.43	$41,034.57	91.2
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$7,861.25	$14,940.47	$85,059.53	85.1
3.53	WATER	$4,000.00	$0.00	$4,000.00	$298.90	$531.15	$3,468.85	86.7
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$641.84	$1,278.44	$6,721.56	84.0
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,367.00	$5,147.00	$113,123.00	95.6
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$78.90	$221.10	73.7
3.91	DUES	$2,200.00	$0.00	$2,200.00	$125.00	$217.00	$1,983.00	90.1
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$30.00	$30.00	$170.00	85.0

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$5,724.49	$16,800.38	$121,421.62	87.8
	Subtotal	*$707,012.00*		$707,012.00	$46,585.99	$75,795.97	$631,216.03	89.3
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$174.58	$214.00	$80,936.00	99.7
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$8,877.70	$13,536.48	$146,463.52	91.5
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$139.00	$3,062.51	$21,937.49	87.7
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$7,942.43	$8,123.39	$51,876.61	86.5
	Subtotal	*$326,312.00*		$326,312.00	$17,133.71	$24,936.38	$301,375.62	92.4
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$210,791.31	$380,774.48	$2,354,933.52	86.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **2/1/18** ***To*** **2/28/18**

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Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$200.00	$200.00	$19,800.00	99.0
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$0.00	$0.00	$65,000.00	100.0
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$0.00	$0.00	$108,273.00	100.0
Subtotal	*$193,273.00*		$193,273.00	$200.00	$200.00	$193,073.00	99.9
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$200.00	$200.00	$268,073.00	99.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **2/1/18** ***To*** **2/28/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$3,855.00	($3,855.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$3,855.00	($3,855.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$3,855.00	($3,855.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **2/1/18** *To* **2/28/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	68	JAMES KEOWN	2/5/18	Wages from 1/25/18 payroll (bank account was closed and JCPL was not informed in time so Direct Deposit did not go through necessitating a replacement payment) conf# 638	$217.45
35968	70	AARON'S LAWN CARE	2/12/18	Snow removal	$1,830.00
35969	71	ABLE PAPER & JANITORIAL S	2/12/18	Vacuum, vacuum repair part, vacuum filter	$342.40
35970	72	ALLSTATE SIGN & PLAQUE C	2/12/18	No Parking sign	$37.70
35971	73	ANTHEM BLUE CROSS BLUE	2/12/18	Health Ins. Premiums- February 2018	$14,698.60
35972	74	ANTHEM LIFE	2/12/18	Life Ins. Premiums- February 2018	$105.48
35973	75	BAKER & TAYLOR	2/12/18	Books, Continuations, AV, Auto. Yours	$8,744.20
35974	76	BLUETARP FINANCIAL, INC	2/12/18	Ceiling tiles, paint supplies	$55.26
35975	77	BUSINESS CARD	2/12/18	Vacuum filter, littlebits, humidifier water treatment, hexbugs, vacuum bags, facebook advertising, PLA registrations- J. Wilma, S. Heldak, PLA airfare, B2B expenses, meeting room supplies, calendars, Directors Meeting expenses	$2,862.88
35976	78	CARDINAL OFFICE PRODUCT	2/12/18	DeMotte Staff Copier Maintenance 10/21/17-1/21/18	$699.27
35977	79	COMMONWEALTH TECHNOLO	2/12/18	Rens: staff copier quarterly service agreement; Wh: staff copier quarterly service agreement	$799.77
35978	80	CONSOLIDATED INSURANCE	2/12/18	Revision to Worker's Compensation Audit of 4/16/16-4/16/17	$243.00
35979	81	CREATIVE PRODUCT SOURC	2/12/18	Library stickers	$145.00
35980	82	CULLIGAN WATER CONDITIO	2/12/18	Wh: Water Cooler Rental- February 2018, 5-gallon drinking water- 6	$57.45
35981	83	DELL MARKETING L.P.	2/12/18	Toner	$129.19
35982	84	DELTA DENTAL	2/12/18	Dental Ins. Premiums-February 2018	$669.24
35983	85	DEMCO	2/12/18	Clear polypropylene tape, laminate, wind power science lab kit	$130.75
35984	86	EDWARD P. DUMAS	2/12/18	Legal Assistance: Building Demolition	$200.00
35985	87	ENA SERVICES LLC	2/12/18	Internet Service- January 2018	$1,927.50
35986	88	GAYLORD BROS., INC.	2/12/18	Archival supplies	$138.05
35987	89	HP Products	2/12/18	Toilet paper, paper towel rolls, m-folds, trash bags, vandalism mark remover, odor counteractant	$657.26
35988	90	ICC Business Products	2/12/18	Highlighters, paper clips, letter trays, dry erase markers, file storage drawers	$174.48
35989	91	INDIANA DEPARTMENT OF EN	2/12/18	Annual public water system fee- WH	$100.00
35990	92	INDIANA GROCERY GROUP, L	2/12/18	Staff Christmas Party expenses	$37.33
35991	93	INDIANA WASTE SERVICE	2/12/18	DeM: Trash pick-up February 2018	$91.55
35992	94	JASPER CO. VETERANS COU	2/12/18	2- 4x6' US Flag, 3- 3x5' Indiana Flags	$174.00
35993	95	JUNIOR LIBRARY GUILD	2/12/18	Continuations	$391.20
35994	96	KIRBY RISK CORPORATION	2/12/18	Ballasts, light bulbs	$492.75
35995	97	KROGER GARDIS & REGAS, L	2/12/18	Legal Assistance: Personnel Matters, FMLA	$870.00
35996	98	LEGO EDUCATION	2/12/18	LEGO Education WeDo 2.0 Core Set	$204.95
35997	99	LINDA POORTENGA	2/12/18	Mileage 1/19/18: B2B meeting	$51.23
35998	100	MICHAEL R. ANDERSON	2/12/18	Rens: Snow removal 1/3-1/24/18	$642.50
35999	101	MIDDLEBURY COMMUNITY PU	2/12/18	NICCL Dues for 2018	$50.00
36000	102	MIDWEST TAPE	2/12/18	Audiobook sleeves, DVDs, CD	$957.43
36001	103	NIPSCO	2/12/18	Gas & electric service	$7,020.86
36002	104	NITCO	2/12/18	DeM: Local Phone & Fax Service- February 2018	$168.16
36003	105	OFFICE DEPOT	2/12/18	Hand soap, air freshener, chairmat, toner, mechanical pencils, pencil lead, note pads, contact paper, copy paper, stapler, 3-hole punch, contruction paper, reusable strips	$1,065.05

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36004	106	OSBY WATER CONDITIONING	2/12/18	Wh. Water softener chemicals	$120.00
36005	107	OVERDRIVE, INC.	2/12/18	Deposit on Account for Future Content Purchases	$18,500.00
36006	108	PATTY STRINGFELLOW	2/12/18	Mileage 1/5-2/1/18: NWI Directors meetings	$109.00
36007	109	PRECISION CONTROL SYSTE	2/12/18	1st Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2018); DeM: HVAC repair	$1,430.50
36008	110	QUILL CORPORATION	2/12/18	Cleaning supplies, office supplies & equipment	$332.50
36009	111	RENSSELAER CHAMBER OF C	2/12/18	2018 Membership Dues, Chamber Meeting Expenses - October & November 2017, Annual Dinner- 9	$410.00
0	112	PAYROLL	2/9/18	PAYROLL	$56,907.47
36010	113	RENSSELAER LAUNDRY ROO	2/12/18	Laundry	$20.00
36011	114	RENSSELAER REPUBLICAN	2/12/18	Wh: Newspaper subscription Acct# 0038731	$139.00
36012	115	REPUBLIC SERVICES #715	2/12/18	Wh: Trash Service-February 2018	$100.69
36013	116	S & S WORLDWIDE, INC	2/12/18	Structures building set, solar robot kit, gravity maze, straws & connectors set	$134.96
36014	117	SCHOLASTIC LIBRARY PUBLI	2/12/18	Continuations	$156.00
36015	118	TECH LOGIC	2/12/18	CircIT Software Renewal- 1yr (March1, 2018-February 28, 2019)	$1,284.00
36016	119	TEI LANDMARK AUDIO	2/12/18	DeM & Wh: Playaway Lease 2/1/18-1/31/19	$2,417.00
36017	120	THOMSON REUTERS - WEST	2/12/18	Continuations	$396.00
36018	121	TRUGREEN PROCESSING CE	2/12/18	Ice Melt	$336.60
36019	122	ULINE	2/12/18	Filament tape, anti-fatigue mat	$216.18
36020	123	VISION SERVICE PLAN	2/12/18	Vision Ins. Premiums- February 2018	$214.74
36021	124	WAL-MART COMMUNITY/SYN	2/12/18	Cleaning supplies, DVDs, label tape, winter read prizes	$324.84
36022	125	ZIESE PLUMBING, HEATING, &	2/12/18	Rens: Plumbing winterization & repair	$280.00
36023	126	ACE HARDWARE	2/12/18	Maintenance supplies	$130.40
0	127	ALLIANCE BANK	2/12/18	Direct Deposit Fees - January 2018	$37.00
36024	128	BAKER & TAYLOR ENTERTAIN	2/12/18	DVDs, CDs	$3,211.60
36025	129	CENTURYLINK	2/12/18	DeM: Long distance phone service- January 2018	$24.75
36026	130	CARON L. JACOBSON	2/12/18	Patron refund for overpayment	$5.00
36027	131	HAMSTRA BUILDERS, INC.	2/12/18	Wh: 2018 HVAC Service Contract	$1,184.50
36028	132	JANICE WILMA	2/12/18	Replacement fee for lost Book Kit book	$15.00
36029	133	JENNIFER S. FITZHENRY	2/12/18	Patron refund for overpayment	$5.00
36030	134	KRYSTEN J. GUNTER	2/12/18	Patron refund for overpayment	$15.00
36031	135	LINDA CHANDLER BAUSMAN	2/12/18	Patron refund for overpayment	$5.00
36032	136	OVERDRIVE, INC.	2/12/18	Database Maintenance Fee & Future Content Purchases (February 2018-January 2019)	$3,000.00
36033	137	PROQUEST LLC	2/12/18	Microfilm- KV Post News & Rensselaer Republican	$1,362.98
36034	138	SIMPLEXGRINNELL	2/12/18	Rens: Annual Fire Alarm Test & Inspection	$494.86
36035	139	SUNRISE PACKAGING INC.	2/12/18	Audiobook cases, TV Series cases	$1,017.46
36036	140	UNIQUE MANAGEMENT SERVI	2/12/18	Collections: Initial/Secondary Placements- January 2018	$304.30
0	141	CHRISTINA SANDERS	2/9/18	Courier Mileage 1/15 - 1/31/18 (Conf. #637)	$405.48
0	142	GREAT-WEST RETIREMENT S	2/9/18	Annuity Contributions withheld 2/9/18 Payroll (conf# 639)	$1,245.00
0	143	INDIANA CHILD SUPPORT BU	2/9/18	Child Support Garnishment: Andrea Prescaro 2/9/2018 Payroll (Payment #1890320180208135401)	$80.17
0	144	INDIANA DEPARTMENT OF RE	2/9/18	State & County Taxes withheld January 2018 Payrolls (Ref. #83552)	$6,174.80
0	145	INPRS fbo PERF	2/9/18	INPRS Contributions 2/9/18 Payroll	$6,747.03
0	146	IRS USA TAXPAYMENT	2/9/18	Federal Withholding, Medicare, & FICA withheld 2/9/18 Payroll & Ins. (Acknowledgement #85217948)	$12,225.58
0	147	TOWN OF DEMOTTE	2/9/18	DeM: Water & Sewer Service- January 2018 (Conf. #635)	$189.25
0	148	TOWN OF DEMOTTE	2/9/18	DeM House #2: Water & Sewer Service- January 2018 (Conf. #636)	$37.25
0	149	TOWN OF WHEATFIELD	2/9/18	Wh: Sewer Service- February 2018 (Conf# 634)	$56.65
0	150	PAYROLL	2/23/18	PAYROLL	$53,557.67
0	151	AFLAC	2/23/18	Supplemental Insurance February 2018 (Conf #643)	$701.88

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	Total
0	152	CENTURYLINK	2/23/18	WH: Local Phone & Fax Service February 2018 (Conf # 640)	$57.72
0	153	CHRISTINA SANDERS	2/23/18	Courier Mileage 2/1 - 2/15/18 (Conf. #641)	$371.69
0	154	CITY OF RENSSELAER	2/23/18	RENS: Utilities 1/09/17-2/08/17 (Conf. #642)	$3,497.71
0	155	GREAT-WEST RETIREMENT S	2/23/18	Annuity Contributions withheld 2/23/18 Payroll (conf# 644)	$1,245.00
0	156	INDIANA CHILD SUPPORT BU	2/23/18	Child Support Garnishment: Andrea Prescaro 2/23/2018 Payroll (Payment #1890320180221140552)	$80.17
0	157	INPRS fbo PERF	2/23/18	INPRS Contributions 2/23/18 Payroll	$6,435.73
0	158	IRS USA TAXPAYMENT	2/23/18	Federal Withholding, Medicare, & FICA withheld 2/23/18 Payroll & Ins. (Acknowledgement #12449128)	$11,406.72
0	159	SPARKPAY	2/28/18	Merchant Processing Fees- February 2018	$4.79

Total Amount of Claims **$246,344.56**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 06, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$246,344.56**

Date this 12th **day of** March **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,496.15	$5,352.32
DeMotte	$823.44	$1,685.93		
Rensselaer	$973.36	$2,153.21		
Wheatfield	$699.35	$1,513.18		
PHOTOCOPIES:			$1,016.06	$1,807.31
DeMotte	$348.80	$681.00		
Rensselaer	$506.96	$798.91		
Wheatfield	$160.30	$327.40		
INTEREST (Checking, Repurchase, CDs):			$41.46	$105.91
TAXES:			$58,792.17	$117,584.34
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$117,584.34		
TAXABLE SALES:-			$2.54	$20.61
REFUNDS:			$500.00	$942.09
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$500.00	$700.00		
Reimbursement	$0.00	$217.45		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$24.64		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$62,848.38**	**$125,812.58**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$5,272.38	$7,897.66
DeMotte	$650.00	$3,175.28		
Rensselaer	$4,622.38	$4,622.38		
Wheatfield	$0.00	$100.00		
LIB. IMPROV. RESERVE FUND:			$17.76	$38.69
Interest Earned	$17.76	$38.69		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,227.85	$4,594.55
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,227.85	$4,594.55		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$35.18	$50.45
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$70,401.55**	**$158,430.68**

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WITHHOLDING ACCOUNT FUNDS:			$31,951.43	$63,693.23
FIT Tax Collected	$7,253.22	$15,473.72		
FICA Collected	$8,189.54	$15,903.81		
State Tax Collected	$3,711.69	$7,197.60		
County Tax Collected	$2,891.53	$5,580.42		
Deferred Comp Plan	$2,490.00	$4,880.00		
Pre-tax Insurance Plans	$3,722.92	$7,445.84		
Life Insurance	$180.62	$371.24		
INPRS	$3,351.57	$6,519.92		
Garnishments	$160.34	$320.68		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS			**$102,352.98**	**$222,123.91**

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Voucher List

Jasper County Public Library

Report Date: From 3/1/18 **To** 3/12/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	160	PAYROLL	3/9/18	PAYROLL	$50,955.20
0	161	CHRISTINA SANDERS	3/9/18	Courier Mileage 2/16 - 2/28/18 (Conf. #646)	$316.10
0	162	GREAT-WEST RETIREMENT S	3/9/18	Annuity Contributions withheld 3/9/18 Payroll (conf# 649)	$1,245.00
0	163	INDIANA CHILD SUPPORT BU	3/9/18	Child Support Garnishment: Andrea Prescaro 3/9/2018 Payroll (Payment #1890320180307152539)	$80.17
0	164	INDIANA DEPARTMENT OF RE	3/9/18	State & County Taxes withheld February 2018 Payrolls (Ref. #73668)	$6,603.22
0	165	IRS USA TAXPAYMENT	3/9/18	Federal Withholding, Medicare, & FICA withheld 3/9/18 Payroll & Ins. (Acknowledgement #81085757)	$10,893.57
0	166	TOWN OF DEMOTTE	3/9/18	DeM: Water & Sewer Service- Febuary 2018 (Conf. #648)	$168.10
0	167	TOWN OF DEMOTTE	3/9/18	DeM House #2: Water & Sewer Service- February 2018 (Conf. #647)	$37.25
0	168	TOWN OF WHEATFIELD	3/9/18	Wh: Sewer Service- March 2018 (Conf# 645)	$56.65
0	169	INPRS fbo PERF	3/9/18	INPRS Contributions 3/9/18 Payroll	$6,254.94
36037	170	AARON'S LAWN CARE	3/12/18	Snow removal	$2,435.00
36038	171	ACE HARDWARE	3/12/18	Shelf, storage organizer, totes	$82.56
36039	172	ANTHEM BLUE CROSS BLUE	3/12/18	Health Ins. Premiums- March 2018	$13,963.67
36040	173	ANTHEM LIFE	3/12/18	Life Ins. Premiums- March 2018	$101.88
36041	174	BAKER & TAYLOR	3/12/18	Books, Continuations, AV, Auto. Yours	$9,490.98
36042	175	BAKER & TAYLOR ENTERTAIN	3/12/18	DVDs, CDs	$1,618.64
36043	176	BLUETARP FINANCIAL, INC	3/12/18	Ice melt	$38.97
36044	177	BUSINESS CARD	3/12/18	Conference & meeting expenses, program supplies	$971.85
36045	178	CHICAGO TRIBUNE	3/12/18	Newspaper subscription	$481.00
36046	179	CULLIGAN WATER CONDITIO	3/12/18	Wh: Water Cooler Rental- March 2018	$11.95
36047	180	DEBORAH KRISTOFF	3/12/18	Mileage 1/11-3/1/18	$84.48
36048	181	DELTA DENTAL	3/12/18	Dental Ins. Premiums- March 2018	$517.14
36049	182	EDWARD P. DUMAS	3/12/18	Legal Assistance: Building Demolition	$200.00
36050	183	ENA SERVICES LLC	3/12/18	Internet Service- February 2018	$1,927.50
36051	184	GOSSAMER PRESS, LLC	3/12/18	Book	$12.00
36052	185	INDIANA GROCERY GROUP, L	3/12/18	Meeting & program expenses	$87.43
36053	186	INDIANA WASTE SERVICE	3/12/18	DeM: Trash pick-up March 2018	$91.55
36054	187	JEFF HUXFORD	3/12/18	Books	$47.50
36055	188	KANKAKEE VALLEY PUBLISHI	3/12/18	LAR legal ad	$159.40
36056	189	KIM DELGER	3/12/18	Mileage 2/19-2/27/18	$95.92
36057	190	LINDA POORTENGA	3/12/18	Mileage 2/22-2/28/18	$117.72
36058	191	MICHAEL R. ANDERSON	3/12/18	Snow removal	$510.00
36059	192	MIDWEST TAPE	3/12/18	Audiobook, DVDs	$68.82
36060	193	NANETTE SPEACHT	3/12/18	Mileage 2/19/18	$23.98
36061	194	NIPSCO	3/12/18	Gas & electric service	$5,753.18
36062	195	NITCO	3/12/18	DeM: Local Phone & Fax Service- March 2018	$168.16
36063	196	PATTY STRINGFELLOW	3/12/18	Mileage 2/20-3/6/18	$79.57
36064	197	PRECISION CONTROL SYSTE	3/12/18	Rens: material used for contract maintenance	$66.84
36065	198	QUILL CORPORATION	3/12/18	Office supplies, janitorial supplies	$178.36
36066	199	REPUBLIC SERVICES #715	3/12/18	Wh: Trash Service-March 2018	$119.85
36067	200	ROEING CORPORATION	3/12/18	Outlook Exchange Archive licenses, Tech Maintenance Support - 1st Installment 2018	$10,430.00
36068	201	S & S WORLDWIDE, INC	3/12/18	Makerspace Building Easy Pack	$237.99
36069	202	SIMPLEXGRINNELL	3/12/18	Annual Fire Alarm Tests & Inspections	$2,034.11
36070	203	UNIQUE MANAGEMENT SERVI	3/12/18	Collections: Initial/Secondary Placements- February 2018	$152.15

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36071	204	VISION SERVICE PLAN	3/12/18	Vision Ins. Premiums- March 2018	$250.53
36072	205	WAL-MART COMMUNITY/SYN	3/12/18	Program supplies, janitorial supplies	$86.22
36073	206	YVONNE DEL VECCHIO	3/12/18	Mileage 1/3-2/28/18	$58.64
0	207	ALLIANCE BANK	3/12/18	Direct Deposit Fees - February 2018	$37.00
36074	208	CENTURYLINK	3/12/18	DeM: Long distance phone service- February 2018	$26.63
36075	209	HAMSTRA BUILDERS, INC.	3/12/18	Wh: HVAC repair	$237.00
36076	210	HELLO DIRECT, INC.	3/12/18	Headset cable	$29.06
36077	211	HP Products	3/12/18	Janitorial supplies	$746.30
36078	212	NICKOLE HACHLICA	3/12/18	Mileage 3/7/18	$23.98
36079	213	OLLIS BOOK CORPORATION	3/12/18	Books	$538.04
36080	214	RENSSELAER ROTARY CLUB	3/12/18	January & February 2018 dues & meals	$46.50
36081	215	SKILLPATH/NST SEMINARS	3/12/18	The Developing Emotional IQ Seminar registration- K. Hunter	$149.00
36082	216	ULINE	3/12/18	DVD cases	$258.62
36083	217	U.S. POSTAL SERVICE	3/12/18	DeM: PO Box 16 Rental	$92.00

Total Amount of Claims **$131,549.87**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 12, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$131,549.87**

Date this 12th **day of** March **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 9, 2018, 6pm
DeMotte Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

- Minutes of March Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 10)

General Business

Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian (R 12)	Information
Advance Tax Draw (R 12)	Action
Director Review (R 12)	Information

Director's Report (R 12- R 14) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **March 12, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Janet Umlauf, Kevin Kaluf, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent: Natalie Waling, Jody Melton, Janelle Harper

Agenda & Consent Agenda Approval: M. Heinig moved to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Staff Complaint Policy review, Public Purchase Policy review, request to send four staff members to the Association for Rural and Small Libraries Conference, and request to send two staff members to TLC University as presented, seconded by K. Housman. Motion passed.

Discontinue Service – Mobile Computer Lab: P. Stringfellow recommended that Mobile Computer Lab service be discontinued and that remaining equipment be repurposed to meet library tech needs. Last year staff indicated that our patrons are not using our mobile lab and that library programs featuring the lab are not well attended. We spent some time last year promoting the lab to see if that would boost use. Use still lagged. We have feedback from other Indiana libraries that they are experiencing the same with their computer labs. Currently patrons are most interested in learning about and/or getting help with their own devices. We launched our mobile Computer Lab in March 2006 with success, but it seems that this service is no longer needed. M. Heinig moved to discontinue Mobile Computer Lab service and that remaining equipment be repurposed to meet library tech needs, seconded by K. Kaluf. Motion passed.

Director's Report: P. Stringfellow reported that the specifications for the demolition of the houses adjacent to the DeMotte Library are in process. Attorney, Ed Dumas, reviewed the agreement and made some minor changes to the billing terms. Additional hotspots were made available at each library February 14. Unfortunately DeMotte and Wheatfield patrons began experiencing technical difficulties with the new devices (they are not the same model as the original hotspots; Sprint is providing a different model now). We are in the midst of troubleshooting what is happening and why and hoping to get things running more smoothly very soon. Rensselaer patrons are not having trouble with the new model. We will be hosting Jasper, the bicentennial bison, form April 1 to November 8 at JCPL so that he is not at the courthouse during spring and fall elections. County Commissioners feel he is in the way during election time. We are excited to host, as it shows our willingness to help our county government with their challenges, and we think our patrons will love to see him up close and personal. Personnel from the courthouse will move him around. We do not have to move him from place to place. He is 8'3" long, 2'9" wide, and 5'6" tall and sits on a platform which is approximately 2 inches tall. He will visit each of our libraries as per the following schedule: April 2-June 10 Rensselaer; June 11-August 26 Wheatfield, and August 27-November 8 DeMotte.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:11 PM.

Mark Heinig, Secretary Pro-Tem

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
March 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	29	0	2	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	43	2	0	45
Blu-Ray (DBR)	170	4	7	181
Books on CD (DBKCD)	98	6	6	110
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	52	4	0	56
Digital Audiobooks (DDA)	20	0	0	20
DVD (DDVD)	1528	91	59	1678
Equipment (DEQP)	16	1	0	17
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	541	22	17	580
Fiction Fantasy (DFICF)	3	0	2	5
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	124	7	0	131
Fiction New (DFICNEW)	439	23	13	475
Fiction Science Fiction (DFICSF)	6	5	1	12
Fiction Western (DFICW)	13	1	6	20
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	61	4	7	72
Hanging Bags (DHANG)	14	0	0	14
Hotspots (DWIFI)	25	0	1	26
ILL (DILL)	18	0	1	19
Internet (DINTER)	518	0	0	518
Juv. Audio book (DJAUDB)	38	1	2	41
Juv. Biography (DJBIO)	19	0	2	21
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	46	1	0	47
Juvenile Easy (DJE)	780	15	17	812
Juv. Easy Non-fiction (DJENF)	72	2	5	79
Juv. Easy Reader (DJER)	357	4	2	363
Juv. Fiction (DJFIC)	491	4	13	508
Juv. Holiday books (DJHOL)	80	4	2	86
Juv. Magazine (DJMAG)	25	0	0	25
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	252	12	10	274
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	7	0	0	7
Juv. Toddler (DJTOD)	101	2	5	108
Large Print Fiction (DLPF)	157	18	4	179
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	17	0	1	18
Large Print Nonfic (DLPNF)	10	2	0	12
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	463	0	0	463
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	2	1	6
Nonfiction 100 (DNF100)	10	1	2	13
Nonfiction 200 (DNF200)	9	2	0	11
Nonfiction 300 (DNF300)	39	3	0	42
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	11	1	0	12
Nonfiction 600 (DNF600)	112	5	8	125
Nonfiction 700 (DNF700)	40	0	1	41
Nonfiction 800 (DNF800)	8	5	0	13
Nonfiction 900 (DNF900)	31	5	0	36
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	70	2	5	77
Nonfiction (DNFIC)	6	1	0	7
Nonfiction New (DNFNEW)	110	7	10	127
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	0	0	13
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	115	0	116
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	96	5	4	105
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	1	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	0	0	0	0
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	24	2	28
Blu-Ray (RBR)	11	488	8	507

Books on CD (RBKCD)	11	125	3	139
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	164	2	170
Digital Audiobooks (RDA)	2	17	0	19
DVD (RDVD)	47	2496	31	2574
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	23	578	10	611
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	12	302	9	323
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	8	0	8
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	18	152	2	172
Hanging Bag (RHANG)	1	3	0	4
Hotspots (RWIFI)	0	46	0	46
ILL (RILL)	6	20	0	26
Internet (RINTER)	0	825	0	825
Juv. Audio book (RJAUDB)	2	33	0	35
Juv. Biography (RJBIO)	1	8	0	9
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	21	1	22
Juvenile Easy (RJE)	17	401	20	438
Juv. Easy Non-fiction (RJENF)	2	65	3	70
Juv. Easy Reader (RJER)	8	406	0	414
Juv. Fiction (RJFIC)	19	361	9	389
Juv. Magazine (RJMAG)	0	15	0	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	288	7	300
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	7	0	7
Juv. Toddler (RJTOD)	2	190	10	202
Large Print Fiction (RLPF)	4	213	4	221
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	24	0	25
Large Print Nonfic (RLPNF)	0	4	0	4
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	322	0	323
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	6	0	7
Non-Fiction 100 (RNF100)	2	20	0	22
Non-Fiction 200 (RNF200)	3	18	0	21
Non-Fiction 300 (RNF300)	3	45	1	49
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	1	15	2	18
Non-Fiction 600 (RNF600)	20	170	14	204
Non-Fiction 700 (RNF700)	2	44	1	47
Non-Fiction 800 (RNF800)	0	2	0	2
Non-Fiction 900 (RNF900)	1	37	1	39
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	3	104	0	107

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	19	122	9	150
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	0	8
Software (RSWAR)	0	14	0	14
SRCS (SRCS) DeMotte	48	8	2	58
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	3	38	41
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	82	8	92
YA Music CD (RYACD)	0	24	3	27
YA Nonfiction (RYANF)	0	5	0	5
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	14	15
Blu-Ray (WBR)	8	9	297	314
Books on CD (WBKCD)	23	7	83	113
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	16	0	87	103
Digital Audiobooks (WDA)	1	5	23	29
DVD (WDVD)	47	67	1936	2050
Equipment (WEQP)	0	0	7	7
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	6	199	228
Fiction Fantasy (WFICF)	8	1	13	22
Fiction Inspirational (WFICI)	0	6	83	89
Fiction Mystery (WFICM)	8	10	46	64
Fiction New (WFICNEW)	27	22	169	218
Fiction Science Fiction (WFICSF)	0	1	4	5
Fiction Western (WFICW)	0	0	23	23
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	5	0	39	44
Hanging Bags (WHANG)	0	3	19	22
Hotspots (WWIFI)	0	0	42	42
ILL (WILL)	2	0	21	23
Internet (WINTER)	0	0	277	277
Juv. Audio book (WJAUDB)	11	0	17	28
Juv. Biography (WJBIO)	0	0	10	10

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	15	15
Juvenile Easy (WJE)	35	18	456	509
Juv. Easy Non-fiction (WJENF)	0	0	21	21
Juv. Easy Reader (WJER)	10	1	237	248
Juv. Fiction (WJFIC)	43	13	258	314
Juv. Magazine (WJMAG)	0	0	12	12
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	26	192	238
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	2	4	184	190
Large Print Fiction (WLPF)	17	9	97	123
Large Print Inspirational (WLPI)	0	2	7	9
Large Print Mystery (WLPM)	0	3	5	8
Large Print New (WLPN)	1	4	36	41
Large Print Nonfic (WLPNF)	2	1	10	13
Large Print Western (WLPW)	0	0	3	3
Magazine (WMAG)	7	0	245	252
Non-Fiction 000 (WNF000)	0	1	3	4
Non-Fiction 100 (WNF100)	1	0	0	1
Non-Fiction 200 (WNF200)	0	0	11	11
Non-Fiction 300 (WNF300)	1	4	9	14
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	1	0	8	9
Non-Fiction 600 (WNF600)	12	5	59	76
Non-Fiction 700 (WNF700)	3	0	12	15
Non-Fiction 800 (WNF800)	1	0	7	8
Non-Fiction 900 (WNF900)	3	1	22	26
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	2	133	136
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	12	4	39	55
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	2	25	27
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	5	109	131
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	3	0	1	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7886	8980	6055	22921

CIRCULATION BY HOLDINGS CODE
March 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	29	0	2	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	27	16	88
Blu-Ray (BR)	191	503	312	1006
Books on CD (BKCD)	132	138	92	362
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	72	168	89	329
Digital Audiobooks (DA)	23	22	23	68
DVD (DVD)	1622	2654	2026	6302
Equipment (EQP)	16	5	7	28
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	587	606	226	1419
Fiction Fantasy (FICF)	11	1	15	27
Fiction Inspirational (FICI)	0	6	83	89
Fiction Mystery (FICM)	132	17	46	195
Fiction New (FICNEW)	478	347	191	1016
Fiction Science Fiction (FICSF)	6	6	5	17
Fiction Western (FICW)	13	1	29	43
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	8	0	8
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	84	156	48	288
Hanging Bags (HANG)	15	6	19	40
Hotspots (WIFI)	25	46	43	114
ILL (ILL)	26	20	22	68
Internet (INTR)	518	825	277	1620
Juv. Audio book (JAUDB)	51	34	19	104
Juv. Biography (JBIO)	20	8	12	40
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	46	22	16	84
Juvenile Easy (JE)	832	434	493	1759
Juv. Easy Non-Fiction (JENF)	74	**67**	29	170
Juv. Easy Reader (JER)	375	411	239	1025
Juv. Fiction (JFIC)	553	378	280	1211
Juv. Holiday (JHOL)	80	4	2	86

Juv. Magazine (JMAG)	25	15	12	52
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	277	326	209	812
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	7	7	1	15
Juv. Toddler (JTOD)	105	196	199	500
Large Print Fiction (LPF)	178	240	105	523
Large Print Inspirational (LPI)	0	2	7	9
Large Print Mystery (LPM)	0	3	5	8
Large Print New (LPN)	19	28	37	84
Large Print Nonfic (LPNF)	12	7	10	29
Large Print Western (LPW)	0	0	3	3
Magazine (MAG)	471	322	245	1038
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	9	4	17
Non-Fiction 100 (NF100)	13	21	2	36
Non-Fiction 200 (NF200)	12	20	11	43
Non-Fiction 300 (NF300)	43	52	10	105
Non-Fiction 400 (NF400)	2	1	3	6
Non-Fiction 500 (NF500)	13	16	10	39
Non-Fiction 600 (NF600)	144	180	81	405
Non-Fiction 700 (NF700)	45	44	14	103
Non-Fiction 800 (NF800)	9	7	7	23
Non-Fiction 900 (NF900)	35	43	23	101
Non-Fiction Blu-Ray (NFBR)	2	2	0	4
Non-Fiction DVD (NFDVD)	74	108	138	320
Nonfiction (NFIC)	6	1	1	8
Nonfiction New (NFNEW)	141	133	58	332
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1
Playaway View (VIEW)	0	0	0	0
Reference (REF)	12	19	62	93
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	13	8	3	24
Software (SWAR)	1	14	1	16
SRCS (SRCS) DeMotte	48	8	2	58
SRCS (From other libraries III-SRC	1	115	0	116
SRCS (SRCSW) Wheatfield	0	3	38	41
Vertical File (VF)	0	2	0	2
VHS	0	0	0	0
YA Audio book (YAUDB)	1	4	25	30
YA Biography (YAB)	0	1	2	3
YA Books on CD (YABKCD)	0	2	25	27
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	115	92	121	328
YA Music CD (YACD)	0	24	3	27
YA Nonfiction (YANF)	15	6	1	22

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	329	192	65	586
Games/Puzzles	61	11	0	72
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8290	9206	6204	23700

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1753	1449	817	4019
Nonfiction	575	610	337	1522
CHILDREN'S BOOKS				
Fiction	1894	1419	1213	4526
Nonfiction	459	412	253	1124
YA BOOKS				
Fiction	199	248	169	616
Nonfiction	15	7	3	25
Magazines, Adult	471	330	245	1046
Magazines, Children	25	15	12	52
Sound Recordings, adult	228	334	254	816
Sound Recordings, ch	112	86	57	255
Online databases	0	0	0	0
Software	1	14	1	16
SRCS	49	126	40	215
Vertical file	0	2	0	2
VHS/DVD/Blu-Ray	1889	3267	2476	7632
Equipment	41	51	50	142
Total	7711	8370	5927	22008
A-V Circulation	2230	3701	2788	8719
A-V Circulation as % of total	28.9%	44.2%	47.0%	39.6%

CIRCULATION STATISTICS

March 2013

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	86	615	**1,753**	79	234	**1,449**	123	1	**817**	**4,019**
Nonfiction	71	1	**575**	68	82	**610**	30	1	**337**	**1,522**
CHILDREN'S BKS										
Fiction	55	2	**1,894**	72	2	**1,419**	67	0	**1,213**	**4,526**
Nonfiction	47	0	**459**	26	0	**412**	18	0	**253**	**1,124**
YA BOOKS										
Fiction	15	0	**199**	30	0	**248**	28	0	**169**	**616**
Nonfiction	4	0	**15**	0	0	**7**	0	0	**3**	**25**
Magazines,Adult	0	0	**471**	0	0	**330**	0	0	**245**	**1,046**
Magazines, Child	0	0	**25**	0	0	**15**	0	0	**12**	**52**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	20	0	**228**	16	1	**334**	29	0	**254**	**816**
Sound Rec/Child	4	0	**112**	3	1	**86**	0	0	**57**	**255**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**14**	0	0	**1**	**16**
SRCS	0	0	**49**	0	0	**126**	0	0	**40**	**215**
Vertical Files	0	0	**0**	0	35	**2**	88	0	**0**	**2**
VHS/DVD/BluRay	139	10	**1,889**	145	0	**3,267**	0	1	**2,476**	**7,632**
Equipment	0	0	**41**	0	0	**51**	0	0	**50**	**142**
TOTAL	441	628	**7,711**	439	355	**8,370**	383	3	**5,927**	**22,008**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,298	73,891	60,312
Circulation Increase/Decrease	**-1.3%**	**-8.2%**	**-2.1%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	22,980	22,008	-4.2%
Jan. to date circulation	65,197	63,952	-1.9%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
23,247	22,718	16,079	15,924	16,124	16,246	**Fiction**
18,850	18,920	18,638	18,624	9,602	9,631	**Nonfiction**
						CHILDREN'S BKS
16,721	16,774	13,471	13,541	12,751	12,818	**Fiction**
9,089	9,136	6,172	6,198	6,834	6,852	**Nonfiction**
						YA BOOKS
2,432	2,447	3,306	3,336	3,091	3,119	**Fiction**
628	632	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,928	3,948	333	348	4,422	4,451	**Sound Rec/Adult**
719	723	4,432	4,434	885	885	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,418	6,547	10,154	10,299	5,980	5,979	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,485	82,298	73,772	73,891	60,020	60,312	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

March 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	366	79	273	59	459	99	1098	238
LOCAL HISTORY								
In person	5	1	7	2	0	0	12	3
Letters written	7	7	8	8	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	518	22	825	34	277	12	1620	68
Internet use-Wireless	2170		2480		775		5425	
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	11	1	0	0	18	2
Public FAX24	55		37		59		151	
Other equipment used	9	3	16	5	3	1	28	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	21		5		0		26	
Outreach activities	0	0	17	11	0	0	17	11
Notarized documents	15	4	9	2	8	2	32	8
Meeting Room Use (no. of grou	46	15	73	24	40	13	159	53
Study room use	61	5	59	5	33	3	153	13
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	18	0	0	0	5	0	23	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2121	
IN-HOUSE USE ITEMS	945		316		135		1396	
SELF-CHECKOUT USE	238		563		214		1015	
INTERLIBRARY LOANS								
Requests made for:							355	89
Items rec'd for:							267	134
Items requested by other librarie							51	
Items supplied to other libraries							42	21

REGISTRATIONS

Total Borrowers	7567	11961	4840	24368
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	288	484	121	893
Number of New Patrons Added	35	35	14	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	1	6	1	6	1	6	3	18
Children's Programs (0-13)	14	84	15	90	13	78	42	252
Number attending	179		140		261		580	
YA Programs (14-17)	1	6	2	12	2	12	5	30
Number attending	13		10		6		29	
Adult Programs	10	60	4	24	2	12	16	96
Number attending	181		65		70		316	
Senior Citizen Programs	7	42	4	24	5	30	16	96
Number attending	71		53		72		196	
Total Number of Programs	**33**	198	**26**	156	**23**	138	**82**	492
Total Persons Attending	**444**		**268**		**409**		**1121**	
Total Attending Same Month Last Yr.	291		194		239		724	
Total Staff Hours Spent		336		310		268	913	1157
Total Number of In-House Prograı	**26**		**25**		**15**		**66**	
Total Attendance	**329**		**244**		**182**		**755**	
Total Number of Outreach Prograı	**7**		**1**		**8**		**16**	
Total Attendance	**115**		**24**		**227**		**366**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3844	51.5%	6070	72.6%	4112	70.4%	14026	64.8%
Corporate	8	0.1%	24	0.3%	0	0.0%	32	0.1%
Juvenile 0-11	47	0.6%	101	1.2%	17	0.3%	165	0.8%
Juvenile-AV	787	10.6%	786	9.4%	723	12.4%	2296	10.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	273	3.7%	258	3.1%	107	1.8%	638	2.9%
Reciprocal Juvenile	0	0.0%	42	0.5%	0	0.0%	42	0.2%
Reciprocal Juvenile AV	57	0.8%	21	0.3%	0	0.0%	78	0.4%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	34	0.4%	0	0.0%	34	0.2%
School	0	0.0%	12	0.1%	0	0.0%	12	0.1%
School AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
St. Joseph College	0	0.0%	1	0.0%	0	0.0%	1	0.0%
SRCS	0	0.0%	42	0.5%	0	0.0%	42	0.2%
Staff	2173	29.1%	679	8.1%	601	10.3%	3453	15.9%
Walking books	79	1.1%	91	1.1%	59	1.0%	229	1.1%
YA 12-17	3	0.0%	7	0.1%	3	0.1%	13	2.7%
YA-AV	187	2.5%	187	2.2%	221	3.8%	595	2.7%
Total	7458		8358		5843		21659	
All items borrowed by nonresidents	330	4.4%	371	4.4%	107	1.8%	808	3.7%

Salary Ordinance 2018
Updated 4/9/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Makenzi Fisher	Page	$7.25	3/19/18	10	R
Christina Sanders	Courier	$13.57	3/23/18	10	S
Kayla McDaniel	Clerk	$9.97	4/2/18	19	D
Neile Trainor	Library Asst. II	$12.50	4/16/18	32	D
Josslyn Maciejewski	Page	$7.25	4/17/18	10	R

We have hired Makenzi Fisher as Rensselaer Page, replacing Ashlea Mickle who no longer works for the library. We have hired Christina Sanders as Courier, replacing Bill Hromada who retired. We promoted Kayla McDaniel to DeMotte Clerk, replacing Carlie Guritz who no longer works for the library. Kayla was previously a Rensselaer Page. We have promoted Neile Trainor to DeMotte Library Assistant II. She was previously a Wheatfield Clerk. She replaces Yvonne Delvecchio who retired. We hired Josslyn Maciejewski as Rensselaer Page, replacing Kayla McDaniel who was promoted.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 4/9/18.

R10

Blu-ray~~, VHS~~ and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.

2. Borrower must be 18 years of age or older, or 17 years of age and younger with a consent form signed by a parent/legal guardian, to borrow Blu-ray/~~VHS~~/DVDs.

3. Loan period for entertainment Blu-ray/~~VHS~~/DVDs will be one week including Sundays and holidays with one renewal. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/~~VHS~~/ DVDs will be three weeks, with one renewal.

4. If an item has been borrowed for a public performance, it is the borrower's responsibility to determine that the Blu-ray/~~VHS~~/DVDs has been cleared for public performance.

5. Each person may borrow five (5) entertainment Blu-ray, ~~five (5) entertainment VHS~~, five (5) entertainment DVDs, five (5) nonfiction Blu-ray, ~~five (5) nonfiction VHS~~, and five (5) nonfiction DVDs which he/she must return before borrowing others.

6. Fines will be $1.00 per day per title returned after due date.

7. Blu-ray, ~~VHS~~ or DVDs may be placed on hold.

Adopted 5/94; revised 4/18

Director's Report
March 2018

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: Our Personnel Policy is up for review in April. No revisions are recommended. However, I do recommend a revision to our Blu-ray, VHS, and DVD Policy. At the end of 2017 the library board approved our deselecting VHS. We no longer have VHS in our collection, so I would like to revise our Blu-ray, VHS and DVD Policy and remove references to VHS. Please see R 10. **If you approve the Consent Agenda items, you will approve the revisions to the Blu-ray, VHS and DVD Policy as presented.**

General Business:

Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian: Debbie Kristoff and Shannon Heldak will present their Annual Impact Reports at the April Board meeting, reporting on adult and youth services.

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Natalie Waling, chair of the director's evaluation committee. Natalie will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Kevin Kaluf and Janelle Harper also serve on this committee.

Director's Report

Abonmarche continues to work on the specifications for our demolition project at DeMotte. On March 21 I sent copies of warranty deeds and legal descriptions of the 11 parcels of land that we own in DeMotte to Matt Keiser at his request. On March 22 and 23 there were some individuals doing survey work on the newly acquired properties related to specifications for demolition. It was my hope that specifications for bidding would be complete by our April 9 board meeting, but as

of the writing of this report, I have not heard from Abonmarche. I will update you at our April meeting.

Our insurance agent received the renewal numbers on the library's property and casualty insurance package which shows an annual increase of approximately $400 (2%) which is mostly reflecting the increased building values. The policies renew on 4/16/2018. Our agent will meet with us before these policies renew to go over everything.

Rayann and I met with George Kontol of Northwest Geothermal to discuss library lighting and ways that we might retrofit our current fixtures to save on energy, utility costs, and maintenance. George has done some preliminary calculations based upon our utility bills and his assessment of current fixtures and feels that there is considerable savings to be had. NIPSCO rebates, which he can seek for us, will help with any costs the library would incur to retrofit our light fixtures. At this point we are in the preliminary stages. We have not committed to anything, but based upon what I have learned so far, I do think this is something that I will pursue or recommend that we pursue depending upon estimates that he will provide. This will likely be pursued in phases with outside lighting first followed by inside lighting. Our goals would be to reduce library utility and maintenance costs, save energy, and improve illumination wherever possible. I am excited about the possibilities.

In advance of 2019 budgets, the Department of Local Government Finance is collecting information from local governments. The pre-budget cycle information is used to facilitate improved budget forms setup and to provide additional data for DLGF's annual estimates of maximum levies and property tax cap impact. As was the case in the spring of 2017 for 2018 budgets, DLGF has developed a pre-budget report within the Gateway Budget application that all units of local government must complete. The deadline to complete the report is April 30, 2018. I will submit by the deadline.

Rayann, Donna, and I are collaborating on Staff Handbook revisions which will be distributed in May. This is a time consuming but necessary endeavor.

National Library Week will be celebrated April 9-14. Special events include: daily prize giveaways for adults and a coloring contest for children, ages 3-11. I will be recording a radio spot for WLQI about our plans. The theme this year is *Libraries Lead*. In the radio spot I plan to share how we lead at JCPL.

Children's Librarians have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is Libraries Rock!

System Administrator News

Sheila continued to troubleshoot hotspots and determined that issues were likely caused by Manage Mobility configurations that occurred before the hotspots were sent to us. She reset hotspots to factory default settings, added our JCPL configurations, and then sent to branches for patron checkout. She finished

preliminary Square (debit/credit service) procedure and Square set-up on iPads. We did a trial run at Rensselaer Library and further tweaked the procedures. Computer Troubleshooters for DeMotte and Wheatfield Libraries have been trained on Square. Our goal is to have Square available at all locations on April 9.

Technical Services News

Becky reports, "Mary and I worked together to put together a procedure - Classification and Cuttering Rules decided at the call number co-ordination meeting April 18, 2017 at DeMotte. I had a staff meeting where we watched a few short webinars from TLC regarding LS2.5 Cataloging Webinars. I then shared the link and passwords to the TLC Community Site so that they can watch these webinars prior to getting LSCataloging."

DeMotte Library News

Debbie reports, "Jeff Huxford, an author who just released his first book was at the DeMotte Library March 27th. He shared his story about his life and his accident that resulted in brain damage. He was a doctor practicing in DeMotte when he was struck by another vehicle. Dr. Huxford spoke for 40 minutes about his experience and book, and then took questions and comments from the audience. Some people in the audience were his patients before and after the accident, some were nurses from the local hospital, and some were patrons who wanted to hear his story. It was a great program with 90 people in attendance. "

Rensselaer Library News

Linda reports, "Our Adult Winter Read continues to be a hit. We had 225 people participate, and 974 slips were turned in; an increase from the previous year! Cook the Book held a program on World War I foods; we are collaborating with the Historical Society on a few WWI programs this year! Nancy and Mel held a STEAM program which was enjoyed by the kids who attended. They got hands on experience building a small robot. They also got to program the robot using the accompanying App. Our Lego program was a big success with 21 attendees."

Wheatfield Library News

Evie reports, "Along with the typical monthly programs (book discussion, movie, and Books & Coffee), Carolynn held a String Art Program. This program had full attendance with 24 people, and everyone seemed to have a good time! Local patron Rob Arroyo has also been offering successful yoga programs on Thursday evenings and Saturday mornings."

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
March 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$173,575.03**	$554,349.51	**$62,978.10**	$188,790.68	**$376,553.51**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$616.33	$2,669.61	$993.89	$8,891.55	**$21,746.98**
DeMotte	$4,601.74	**$50.07**	$571.31	**$681.89**	$3,857.17	**$7,887.60**
Rensselaer	$7,026.80	**$325.42**	$1,640.22	**$0.00**	$4,622.38	**$10,008.96**
Wheatfield	$3,896.50	**$240.84**	$458.08	**$312.00**	$412.00	**$3,850.42**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$19.03**	$57.72	**$231,593.42**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$0.00	**($73,418.66)**
Rainy Day Fund Includes Investments of: **$2,020,792.64**	$2,366,108.41	**$200.00**	$400.00	**$2,627.21**	$7,221.76	**$2,372,930.17**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$5,782.50	**$0.00**	$20,036.75	**$14,254.25**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$10.77**	$61.22	**$81.46**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$6,784.24**	$22,257.96	**$6,784.24**	$22,257.96	**$0.00**
FICA Tax Collected	$0.00	**$7,643.35**	$23,547.16	**$7,643.35**	$23,547.16	**$0.00**
State Tax Collected	$3,450.69	**$3,711.69**	$10,648.34	**$3,483.67**	$10,681.27	**$3,483.62**
County Tax Collected	$2,657.58	**$2,891.53**	$8,237.95	**$2,686.28**	$8,266.70	**$2,686.33**
Deferred Comp.	$0.00	**$2,490.00**	$7,370.00	**$2,490.00**	$7,370.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,727.71**	$11,165.32	**$3,722.92**	$11,168.76	**$3.44**
Employee Life Insur.	$0.00	**$180.63**	$551.89	**$180.62**	$551.86	**($0.03)**
Employee INPRS	$0.00	**$3,198.51**	$9,718.43	**$3,198.51**	$9,718.43	**$0.00**
Garnishments	$0.00	**$160.34**	$481.02	**$160.34**	$481.02	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$207,106.86**	**$820,822.60**	**$96,978.93**	**$319,102.84**	**$2,950,184.49**

Bank Balances

Jasper County Public Library

Report as of: **3/31/18**

	Bank	
1	Alliance Bank	$929,121.85
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,020,792.64
	Total all banks =	**$2,950,184.49**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$7,133.90**

F.3.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **3/1/18** ***To*** **3/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$18,626.40	$56,378.60	75.2
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$90,586.93	$278,627.26	$848,083.74	75.3
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$6,488.36	$21,006.10	$71,473.90	77.3
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,643.35	$23,547.16	$75,458.84	76.2
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$436.36	$4,086.64	90.4
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,324.88	$28,434.31	$85,767.69	75.1
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,626.76	$34,999.03	$111,707.97	76.1
Subtotal	*$1,658,634.00*		$1,658,634.00	$131,920.68	$405,676.62	$1,252,957.38	75.5
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$3.78	$1,359.76	$7,140.24	84.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$815.77	$1,744.12	$4,755.88	73.2
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$38.97	$1,229.37	$5,770.63	82.4
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$0.00	$4.29	$995.71	99.6
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$50.97	$349.03	87.3
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$9.48	$990.52	99.1
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$347.54	$3,010.05	$14,639.95	82.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$43,750.00*		$43,750.00	$1,206.06	$7,492.25	$36,257.75	82.9
3. Other Services and Charge							

F3a

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$870.00	$7,630.00	89.8
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$0.00	$458.73	$16,341.27	97.3
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$1,680.00	$1,680.00	$25,150.00	93.7
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$21,500.00	$100.00	0.5
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$252.52	$751.66	$5,748.34	88.4
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,870.00	$4,254.48	$15,745.52	78.7
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$207.52	$1,818.65	$9,181.35	83.5
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$105.32	$219.34	$1,780.66	89.0
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$0.00	$1,259.72	$75,840.28	98.4
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$159.40	$169.38	$430.62	71.8
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$3,888.00	$25,112.00	86.6
3.51	GAS	$45,000.00	$0.00	$45,000.00	$1,720.51	$5,685.94	$39,314.06	87.4
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$6,897.03	$21,837.50	$78,162.50	78.2
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$763.40	$3,236.60	80.9
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$661.00	$1,939.44	$6,060.56	75.8
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,248.84	$8,395.84	$109,874.16	92.9
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$103.95	$182.85	$117.15	39.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$36.00	$253.00	$1,947.00	88.5
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$10,973.26	$27,773.64	$110,448.36	79.9
	Subtotal	*$707,012.00*		$707,012.00	$28,147.60	$103,943.57	$603,068.43	85.3
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$149.03	$363.03	$80,786.97	99.6
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$9,472.12	$23,008.60	$136,991.40	85.6
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$481.00	$3,543.51	$21,456.49	85.8
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$2,198.54	$10,321.93	$49,678.07	82.8
	Subtotal	*$326,312.00*		$326,312.00	$12,300.69	$37,237.07	$289,074.93	88.6
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$173,575.03	$554,349.51	$2,181,358.49	79.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **3/1/18** ***To*** **3/31/18**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$200.00	$400.00	$19,600.00	98.0
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$0.00	$0.00	$65,000.00	100.0
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$0.00	$0.00	$108,273.00	100.0
Subtotal	*$193,273.00*		$193,273.00	$200.00	$400.00	$192,873.00	99.8
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$200.00	$400.00	$267,873.00	99.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **3/1/18** ***To*** **3/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$5,782.50	($5,782.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$5,782.50	($5,782.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$5,782.50	($5,782.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From **3/1/18** *To* **3/31/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	160	PAYROLL	3/9/18	PAYROLL	$50,955.20
0	161	CHRISTINA SANDERS	3/9/18	Courier Mileage 2/16 - 2/28/18 (Conf. #646)	$316.10
0	162	GREAT-WEST RETIREMENT S	3/9/18	Annuity Contributions withheld 3/9/18 Payroll (conf# 649)	$1,245.00
0	163	INDIANA CHILD SUPPORT BU	3/9/18	Child Support Garnishment: Andrea Prescaro 3/9/2018 Payroll (Payment #1890320180307152539)	$80.17
0	164	INDIANA DEPARTMENT OF RE	3/9/18	State & County Taxes withheld February 2018 Payrolls (Ref. #73668)	$6,603.22
0	165	IRS USA TAXPAYMENT	3/9/18	Federal Withholding, Medicare, & FICA withheld 3/9/18 Payroll & Ins. (Acknowledgement #81085757)	$10,893.57
0	166	TOWN OF DEMOTTE	3/9/18	DeM: Water & Sewer Service- Febuary 2018 (Conf. #648)	$168.10
0	167	TOWN OF DEMOTTE	3/9/18	DeM House #2: Water & Sewer Service- February 2018 (Conf. #647)	$37.25
0	168	TOWN OF WHEATFIELD	3/9/18	Wh: Sewer Service- March 2018 (Conf# 645)	$56.65
0	169	INPRS fbo PERF	3/9/18	INPRS Contributions 3/9/18 Payroll	$6,254.94
36037	170	AARON'S LAWN CARE	3/12/18	Snow removal	$2,435.00
36038	171	ACE HARDWARE	3/12/18	Shelf, storage organizer, totes	$82.56
36039	172	ANTHEM BLUE CROSS BLUE	3/12/18	Health Ins. Premiums- March 2018	$13,963.67
36040	173	ANTHEM LIFE	3/12/18	Life Ins. Premiums- March 2018	$101.88
36041	174	BAKER & TAYLOR	3/12/18	Books, Continuations, AV, Auto. Yours	$9,490.98
36042	175	BAKER & TAYLOR ENTERTAIN	3/12/18	DVDs, CDs	$1,618.64
36043	176	BLUETARP FINANCIAL, INC	3/12/18	Ice melt	$38.97
36044	177	BUSINESS CARD	3/12/18	Conference & meeting expenses, program supplies	$971.85
36045	178	CHICAGO TRIBUNE	3/12/18	Newspaper subscription	$481.00
36046	179	CULLIGAN WATER CONDITIO	3/12/18	Wh: Water Cooler Rental- March 2018	$11.95
36047	180	DEBORAH KRISTOFF	3/12/18	Mileage 1/11-3/1/18	$84.48
36048	181	DELTA DENTAL	3/12/18	Dental Ins. Premiums- March 2018	$517.14
36049	182	EDWARD P. DUMAS	3/12/18	Legal Assistance: Building Demolition	$200.00
36050	183	ENA SERVICES LLC	3/12/18	Internet Service- February 2018	$1,927.50
36051	184	GOSSAMER PRESS, LLC	3/12/18	Book	$12.00
36052	185	INDIANA GROCERY GROUP, L	3/12/18	Meeting & program expenses	$87.43
36053	186	INDIANA WASTE SERVICE	3/12/18	DeM: Trash pick-up March 2018	$91.55
36054	187	JEFF HUXFORD	3/12/18	Books	$47.50
36055	188	KANKAKEE VALLEY PUBLISHI	3/12/18	LAR legal ad	$159.40
36056	189	KIM DELGER	3/12/18	Mileage 2/19-2/27/18	$95.92
36057	190	LINDA POORTENGA	3/12/18	Mileage 2/22-2/28/18	$117.72
36058	191	MICHAEL R. ANDERSON	3/12/18	Snow removal	$510.00
36059	192	MIDWEST TAPE	3/12/18	Audiobook, DVDs	$68.82
36060	193	NANETTE SPEACHT	3/12/18	Mileage 2/19/18	$23.98
36061	194	NIPSCO	3/12/18	Gas & electric service	$5,753.18
36062	195	NITCO	3/12/18	DeM: Local Phone & Fax Service- March 2018	$168.16
36063	196	PATTY STRINGFELLOW	3/12/18	Mileage 2/20-3/6/18	$79.57
36064	197	PRECISION CONTROL SYSTE	3/12/18	Rens: material used for contract maintenance	$66.84
36065	198	QUILL CORPORATION	3/12/18	Office supplies, janitorial supplies	$178.36
36066	199	REPUBLIC SERVICES #715	3/12/18	Wh: Trash Service-March 2018	$119.85
36067	200	ROEING CORPORATION	3/12/18	Outlook Exchange Archive licenses, Tech Maintenance Support - 1st Installment 2018	$10,430.00
36068	201	S & S WORLDWIDE, INC	3/12/18	Makerspace Building Easy Pack	$237.99
36069	202	SIMPLEXGRINNELL	3/12/18	Annual Fire Alarm Tests & Inspections	$2,034.11
36070	203	UNIQUE MANAGEMENT SERVI	3/12/18	Collections: Initial/Secondary Placements- February 2018	$152.15

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36071	204	VISION SERVICE PLAN	3/12/18	Vision Ins. Premiums- March 2018	$250.53
36072	205	WAL-MART COMMUNITY/SYN	3/12/18	Program supplies, janitorial supplies	$86.22
36073	206	YVONNE DEL VECCHIO	3/12/18	Mileage 1/3-2/28/18	$58.64
0	207	ALLIANCE BANK	3/12/18	Direct Deposit Fees - February 2018	$37.00
36074	208	CENTURYLINK	3/12/18	DeM: Long distance phone service- February 2018	$26.63
36075	209	HAMSTRA BUILDERS, INC.	3/12/18	Wh: HVAC repair	$237.00
36076	210	HELLO DIRECT, INC.	3/12/18	Headset cable	$29.06
36077	211	HP Products	3/12/18	Janitorial supplies	$746.30
36078	212	NICKOLE HACHLICA	3/12/18	Mileage 3/7/18	$23.98
36079	213	OLLIS BOOK CORPORATION	3/12/18	Books	$538.04
36080	214	RENSSELAER ROTARY CLUB	3/12/18	January & February 2018 dues & meals	$46.50
36081	215	SKILLPATH/NST SEMINARS	3/12/18	The Developing Emotional IQ Seminar registration- K. Hunter	$149.00
36082	216	ULINE	3/12/18	DVD cases	$258.62
36083	217	U.S. POSTAL SERVICE	3/12/18	DeM: PO Box 16 Rental	$92.00
0	218	PAYROLL	3/23/18	PAYROLL	$52,370.49
0	219	AFLAC	3/23/18	Supplemental Insurance March 2018 (Conf #503)	$701.88
0	220	CENTURYLINK	3/23/18	WH: Local Phone & Fax Service March 2018 (Conf # 652)	$57.73
0	221	CHRISTINA SANDERS	3/23/18	Courier Mileage 3/1 - 3/15/18 (Conf. #651)	$371.69
0	222	CITY OF RENSSELAER	3/23/18	RENS: Utilities 2/08/18-3/08/18 (Conf. #653)	$3,284.21
0	223	GREAT-WEST RETIREMENT S	3/23/18	Annuity Contributions withheld 3/23/18 Payroll (conf# 654)	$1,245.00
0	224	INDIANA CHILD SUPPORT BU	3/23/18	Child Support Garnishment: Andrea Prescaro 3/23/2018 Payroll (Payment #1890320180321165148)	$80.17
0	225	INPRS fbo PERF	3/23/18	INPRS Contributions 3/23/18 Payroll	$6,268.45
0	226	IRS USA TAXPAYMENT	3/23/18	Federal Withholding, Medicare, & FICA withheld 3/23/18 Payroll & Ins. (Acknowledgement #85266826)	$11,177.37

Total Amount of Claims **$207,106.86**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 03, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** $207,106.86

Date this 9th **day of** April **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,986.68	$8,339.00
DeMotte	$719.03	$2,404.96		
Rensselaer	$1,684.00	$3,837.21		
Wheatfield	$583.65	$2,096.83		
PHOTOCOPIES:			$1,012.55	$2,819.86
DeMotte	$401.60	$1,082.60		
Rensselaer	$415.05	$1,213.96		
Wheatfield	$195.90	$523.30		
INTEREST (Checking, Repurchase, CDs):			$32.89	$138.80
TAXES:			$58,792.17	$176,376.51
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$176,376.51		
TAXABLE SALES:-			$3.81	$24.42
REFUNDS:			$150.00	$1,092.09
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$850.00		
Reimbursement	$0.00	$217.45		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$24.64		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$62,978.10**	**$188,790.68**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$993.89	$8,891.55
DeMotte	$681.89	$3,857.17		
Rensselaer	$0.00	$4,622.38		
Wheatfield	$312.00	$412.00		
LIB. IMPROV. RESERVE FUND:			$19.03	$57.72
Interest Earned	$19.03	$57.72		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,627.21	$7,221.76
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,627.21	$7,221.76		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$10.77	$61.22
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$66,629.00**	**$225,059.68**

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WITHHOLDING ACCOUNT FUNDS:			$30,349.93	$94,043.16
FIT Tax Collected	$6,784.24	$22,257.96		
FICA Collected	$7,643.35	$23,547.16		
State Tax Collected	$3,483.67	$10,681.27		
County Tax Collected	$2,686.28	$8,266.70		
Deferred Comp Plan	$2,490.00	$7,370.00		
Pre-tax Insurance Plans	$3,722.92	$11,168.76		
Life Insurance	$180.62	$551.86		
INPRS	$3,198.51	$9,718.43		
Garnishments	$160.34	$481.02		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS			**$96,978.93**	**$319,102.84**

Voucher List

Jasper County Public Library

Report Date: From **4/1/18** *To* **4/9/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36084	227	AARON GALVIN	4/9/18	Books	$80.00
36085	228	ACE HARDWARE	4/9/18	Maintenance supplies, library supplies	$183.47
36086	229	ANTHEM BLUE CROSS BLUE	4/9/18	Health Ins. Premiums- April 2018	$13,963.67
36087	230	ANTHEM LIFE	4/9/18	Life Ins. Premiums- April 2018	$97.20
36088	231	BAKER & TAYLOR	4/9/18	Books, Continuations, AV, Auto. Yours	$10,814.86
36089	232	BAKER & TAYLOR ENTERTAIN	4/9/18	DVDs, CDs	$4,160.53
36090	233	BETTER CONTAINERS MFG. C	4/9/18	Love My Library bags	$135.55
36091	234	CENTER POINT PUBLISHING	4/9/18	Books	$546.48
36092	235	CRESTLINE SPECIALTIES, INC	4/9/18	Promotional earbuds, tumblers, & tattoos	$1,178.81
36093	236	D & S COMPUTER SERVICES	4/9/18	Hosting 2nd Quarter 2018	$120.00
36094	237	DELL MARKETING L.P.	4/9/18	Toner	$401.82
36095	238	DELTA DENTAL	4/9/18	Dental Ins. Premiums- April 2018	$577.98
36096	239	EDWARD P. DUMAS	4/9/18	Legal Assistance: Building Demolition	$350.00
36097	240	ENA SERVICES LLC	4/9/18	Internet Service- March 2018	$1,927.50
36098	241	FINDAWAY WORLD, LLC	4/9/18	Playaway Views	$199.98
36099	242	HAMSTRA BUILDERS, INC.	4/9/18	Sewer line work; HVAC repair	$1,663.94
36100	243	ICC Business Products	4/9/18	Office supplies	$152.81
36101	244	INDIANA DEPT. OF WORKFOR	4/9/18	1st Quarter 2018 Unemployment Compensation Pymt	$1,406.75
36102	245	KAPER'S BUILDING MATERIAL	4/9/18	String art program supplies	$14.53
36103	246	KIMBERLY HUNTER	4/9/18	Mileage 3/13-3/29/18; Training Seminar expenses	$78.43
36104	247	LINDA POORTENGA	4/9/18	Mileage 3/12-3/16/18	$102.46
36105	248	KIRBY RISK CORPORATION	4/9/18	Fluorescent bulbs, fluorescent lampholders, ballasts, LED retrofit bulb	$634.50
36106	249	MAGAZINE SUBSCRIPTION SE	4/9/18	Annual June - August Magazine Subscription Renewals	$3,035.47
36107	250	MICHAEL R. ANDERSON	4/9/18	Snow removal	$125.00
36108	251	MIDWEST COLLABORATIVE F	4/9/18	Workshop registrations	$177.00
36109	252	MIDWEST TAPE	4/9/18	DVDs	$113.07
36110	253	NIPSCO	4/9/18	Gas & electric service	$5,194.96
36111	254	NITCO	4/9/18	DeM: Local Phone & Fax Service- April 2018	$168.40
36112	255	OLLIS BOOK CORPORATION	4/9/18	Books	$1,671.11
36113	256	PEGGY MICHELIN	4/9/18	Mileage 12/19/17-3/8/18	$23.22
36114	257	REPUBLIC SERVICES #715	4/9/18	Wh: Trash Service-April 2018	$119.85
36115	258	ROEING CORPORATION	4/9/18	Tech Maintenance Support - 2nd Installment 2018; Sophos renewal	$14,877.00
36116	259	SUNRISE PACKAGING INC.	4/9/18	Audiobook cases	$282.08
36117	260	THE LIBRARY CORPORATION	4/9/18	TLCU Conference registrations	$598.00
36118	261	WAL-MART COMMUNITY/SYN	4/9/18	Janitorial supplies, library supplies	$50.23
0	272	ALLIANCE BANK	4/9/18	Direct Deposit Fees - March 2018	$36.70
36119	273	BUSINESS CARD	4/9/18	Library supplies, maintenance supplies, Conference expenses, book	$2,378.39
36120	274	CENTURYLINK	4/9/18	Long distance phone service- March 2018	$25.04
36121	275	CULLIGAN WATER CONDITIO	4/9/18	Wh: Water Cooler Rental- April 2018, 5-gallon drinking water- 6	$57.45
36122	276	DEMCO	4/9/18	Library supplies	$885.45
36123	277	DONNA BARKO	4/9/18	Mileage 1/4-4/5/18	$19.29
36124	278	HP Products	4/9/18	Janitorial supplies	$166.26
36125	279	INDIANA LIBRARY FEDERATIO	4/9/18	ILF Northwest Regional Conference registrations	$240.00
36126	280	INDIANA WASTE SERVICE	4/9/18	DeM: Trash pick-up April 2018	$91.55
36127	281	JASPER COUNTY TREASURE	4/9/18	DeM: Tax bill for ditch & property	$2,495.20

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36128	282	KONE, INC.	4/9/18	Dem: Quarterly Elevator Maintenance Agreement- 4/1-6/30/2018	$442.74
36129	283	OFFICE DEPOT	4/9/18	Janitorial, office, & library supplies, library equipment	$954.33
36130	284	POST TRIBUNE	4/9/18	Newspaper subscriptions	$618.80
36131	285	QUILL CORPORATION	4/9/18	Janitorial, office, & library supplies	$188.75
36132	286	RENSSELAER LAUNDRY ROO	4/9/18	Laundry	$20.00
36133	287	SHANNON HELDAK	4/9/18	Mileage 3/8-4/5/18	$57.23
36134	288	SIMPLEXGRINNELL	4/9/18	Alarm panel repair	$951.36
36135	289	TEAM SOFTWARE SOLUTION	4/9/18	Public Web Browser Annual Renewal	$125.00
36136	290	TRUGREEN PROCESSING CE	4/9/18	Wh: Ornamental bed weed control treatment	$311.00
36137	291	UNIQUE MANAGEMENT SERVI	4/9/18	Collections: Initial/Secondary Placements- March 2018	$143.20
36138	292	VISION SERVICE PLAN	4/9/18	Vision Ins. Premiums- April 2018	$226.67

Total Amount of Claims **$75,661.07**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 09, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$75,661.07**

Date this 9th **day of** April **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

May

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 14, 2018, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation (IC 5-14-1.5-6.1).

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Oath of Office – Mark Heinig (R 12)	Action
Director Salary 2019 (R 12)	Action
Proctoring Policy (R 12)	Action

Director's Report (R 12-R 15) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **April 9, 2018**
Jasper County Public Library Board of Trustees **DeMotte Library**
6:00 PM

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Jody Melton, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Debbie Kristoff, Shannon Heldak
Absent: Mark Heinig, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, Personnel Policy review, Blu-ray,VHS, & DVD Policy revisions, and Salary Ordinance Update were approved as presented on a motion by J. Melton, and seconded by K. Kaluf. Motion passed.

Annual Impacts – Report of DeMotte Branch Librarian and Youth Services Librarian: D. Kristoff explained that this year has been a year of partnerships. The library partnered with two authors to bring different stories to the area. Herb Stepherson, author of Junkbox Diaries: A Day in a Life of a Heroin Addict, visited DeMotte Library to share his story about his experiences with drugs and Jeff Huxford, an author who just released his first book, finding normal, was at the DeMotte Library March 27th. He shared his story about his life as a doctor and his accident that resulted in brain damage. We hosted the exhibit "A Perfect Likeness: Care and Identification of Family Photographs" from the Indiana State Historical Society. All three branches of Jasper County Public Library came to together to present Jim Gill (and the accordion man) in his National Campaign for Play concert. The DeMotte Chamber of Commerce sponsored "Shop DeMotte and Win". For every $200 that was spent at local business in DeMotte, citizens could enter a contest to win prizes. Since the library does not sell items, D. Kristoff worked with the Chamber to offer $10 vouchers each time a library card was used to check out any item. The library partnered with the local schools many times. D. Kristoff and Evie Bristol met with Covenant Christian High School students to get them set up with Digital Access Cards. The 8th grade classes from DeMotte Christian School came to the library to research people and events for their History Faire. The students learned how to use the library and the OPAC during this visit. The Kindergarten classes from DeMotte Christian School came to visit and thank us for our service to the community. They made handmade cookies for us to enjoy. A local paving company brought large construction machines to the library to end our summer reading program with a "big event." Planning has already begun for the 2018 summer reading program with a theme of Libraries Rock. We will have special first Friday concerts here in the library (April through August) to highlight local talent as the DeMotte Library rocks. The KV Post celebrated its 85th anniversary. The new editor, Scott Buckner came to us to use the Indiana room and check out microfilm to do his history article. He included a nice article in the August 24 issue of the KV Post explaining about the Indiana Room and the Microfilm collection we have for patrons to use. D. Kristoff and Evie Bristol are participating in the Purdue Extension's Leadership Program. This training includes partnering with many community leaders. S. Heldak, Youth Services Librarian, was introduced. Since beginning at the DeMotte Library in November she has been able to partner with the Purdue Extension Office on STEM programs. Through these programs patrons have add the opportunity to work with new technology like Ozobots, Little Bit Circuits, Hexbugs, 3D Doodlers, and homemade slime. Many preschools are visited monthly for outreach programs that include stories, songs/activities, and crafts. This has been very successful! We recognize kids from toddler time/story time, and kids recognize us when they come in. We had a DeMotte local children's author come in to read and sign her book, as well as, talk about her experience working as a nurse in the hospital. We are looking forward to adding her book to our collection. Franklin the Greek Tortoise (acquired end

of Dec.) recently moved to the circulation desk and now everyone that comes in knows we have him! Children are excited to see him and/or see him walking around the Story Time room. We used him during one Story Time session with the theme turtle and kids were excited to see one up close and in person. The Books to Bridge the Region (One State/One Story) title is Frankie Stein by Lola Schaefer. We've used/are using it in several programs during the month of April and doing related crafts and activities to get everyone involved in the story. Even though it's April everyone is joining in the Frankenstein mood! S. Heldak shared that she was fortunate enough to be able to attend the Public Library Association's conference in Philadelphia a few weeks ago.

Advance Tax Draw: To receive tax revenue as early as possible an Advance Tax Draw request must be made to the County Auditor. The request is valid for 30 days. N. Waling made a motion to request an advanced draw, seconded by J. Melton. Motion passed.

Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, N. Waling, by May 1. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. K. Kaluf and J. Harper also serve on this committee.

Director's Report: Abonmarche continues to work on the specifications for our demolition project at DeMotte. On March 21 P. Stringfellow sent copies of warranty deeds and legal descriptions of the parcels of land we own in DeMotte to Matt Keiser at his request. On March 22 and 23 there were some individuals doing survey work on the newly acquired properties related to specifications for demolition. Our insurance agent received renewal numbers on the library's property and casualty insurance package which shows an annual increase of approximately $400 (2%) which is mostly reflecting the increased building values. The policies renew on 4/16/2018. We met with George Kontol of Northwest Geothermal to discuss library lighting and ways that we might retrofit our current fixtures to save on energy, utility costs, and maintenance. George has done some preliminary calculations based upon our utility bills and his assessment of current fixtures and feels that there is considerable savings to be had. NIPSCO rebates, which he can seek for us, will help with any costs the library would incur to retrofit our light fixtures. At this point we are in the preliminary stages. We have not committed to anything but based upon what we've learned so far, we do think this is something that we will pursue. This will likely be pursued in phases with outside lighting first followed by inside lighting. Our goals would be to reduce library utility and maintenance costs, save energy, and improve illumination wherever possible. National Library Week will be celebrated April 9-14. Special events include: daily prize giveaways for adults and a coloring contest for children, ages 3-11. P. Stringfellow recorded a radio spot for WLQI about our plans. The theme this year is Libraries Lead. In the radio spot it was shared how we lead at JCPL.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:34 PM.

Jody Melton, Secretary

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
April 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	29	0	2	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	41	2	2	45
Blu-Ray (DBR)	155	7	3	165
Books on CD (DBKCD)	123	6	3	132
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	83	5	0	88
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	1466	68	39	1573
Equipment (DEQP)	20	0	0	20
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	446	19	4	469
Fiction Fantasy (DFICF)	6	0	0	6
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	135	7	1	143
Fiction New (DFICNEW)	397	12	11	420
Fiction Science Fiction (DFICSF)	14	1	3	18
Fiction Western (DFICW)	10	1	13	24
Genealogy (DGENE)	2	0	0	2
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	55	2	7	64
Hanging Bags (DHANG)	19	2	0	21
Hotspots (DWIFI)	43	0	0	43
ILL (DILL)	22	3	1	26
Internet (DINTER)	460	0	0	460
Juv. Audio book (DJAUDB)	37	0	3	40
Juv. Biography (DJBIO)	14	0	2	16
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	26	0	1	27
Juvenile Easy (DJE)	670	10	12	692
Juv. Easy Non-fiction (DJENF)	59	0	2	61
Juv. Easy Reader (DJER)	360	1	2	363
Juv. Fiction (DJFIC)	416	3	13	432
Juv. Holiday books (DJHOL)	15	0	1	16
Juv. Magazine (DJMAG)	2	0	0	2
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	294	20	19	333
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	131	0	2	133
Large Print Fiction (DLPF)	148	5	2	155
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	40	5	0	45
Large Print Nonfic (DLPNF)	9	0	1	10
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	454	1	6	461
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	11	0	1	12
Nonfiction 100 (DNF100)	25	1	1	27
Nonfiction 200 (DNF200)	14	1	0	15
Nonfiction 300 (DNF300)	43	4	2	49
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	15	0	1	16
Nonfiction 600 (DNF600)	90	4	6	100
Nonfiction 700 (DNF700)	28	8	2	38
Nonfiction 800 (DNF800)	13	2	0	15
Nonfiction 900 (DNF900)	33	1	0	34
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	51	0	2	53
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	103	8	16	127
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	16	0	0	16
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	102	0	104
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	118	18	2	138
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	3	1	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	0	3
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	22	0	25
Blu-Ray (RBR)	7	472	6	485

Books on CD (RBKCD)	7	124	4	135
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	147	0	148
Digital Audiobooks (RDA)	1	28	0	29
DVD (RDVD)	48	2246	25	2319
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	26	490	10	526
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	28	299	10	337
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	12	0	12
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	80	18	99
Hanging Bag (RHANG)	0	6	0	6
Hotspots (RWIFI)	0	47	0	47
ILL (RILL)	2	34	0	36
Internet (RINTER)	0	702	0	702
Juv. Audio book (RJAUDB)	0	27	0	27
Juv. Biography (RJBIO)	4	12	4	20
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	19	0	19
Juvenile Easy (RJE)	14	342	18	374
Juv. Easy Non-fiction (RJENF)	0	41	3	44
Juv. Easy Reader (RJER)	4	408	2	414
Juv. Fiction (RJFIC)	39	369	10	418
Juv. Magazine (RJMAG)	0	20	0	20
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	242	16	265
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	5	0	5
Juv. Toddler (RJTOD)	0	194	2	196
Large Print Fiction (RLPF)	6	206	5	217
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	28	0	32
Large Print Nonfic (RLPNF)	1	3	0	4
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	247	0	247
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	1	8
Non-Fiction 100 (RNF100)	1	18	1	20
Non-Fiction 200 (RNF200)	3	23	1	27
Non-Fiction 300 (RNF300)	2	40	3	45
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	1	9	0	10
Non-Fiction 600 (RNF600)	16	152	13	181
Non-Fiction 700 (RNF700)	3	33	3	39
Non-Fiction 800 (RNF800)	2	11	0	13
Non-Fiction 900 (RNF900)	0	27	0	27
Nonfiction Blu-Ray (RNFBR)	0	7	0	7
Nonfiction DVD (RNFDVD)	5	106	3	114

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	7	128	6	141
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	5	0	5
SRCS (SRCS) DeMotte	50	2	2	54
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	5	24	29
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	2	0	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	71	5	78
YA Music CD (RYACD)	0	49	0	49
YA Nonfiction (RYANF)	2	2	2	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	0	6	9
Blu-Ray (WBR)	14	5	332	351
Books on CD (WBKCD)	19	7	98	124
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	5	8	67	80
Digital Audiobooks (WDA)	3	0	9	12
DVD (WDVD)	46	88	1840	1974
Equipment (WEQP)	0	0	15	15
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	8	12	199	219
Fiction Fantasy (WFICF)	1	2	8	11
Fiction Inspirational (WFICI)	4	0	34	38
Fiction Mystery (WFICM)	6	8	42	56
Fiction New (WFICNEW)	31	13	168	212
Fiction Science Fiction (WFICSF)	0	0	1	1
Fiction Western (WFICW)	0	1	22	23
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	5	0	45	50
Hanging Bags (WHANG)	2	2	12	16
Hotspots (WWIFI)	0	0	43	43
ILL (WILL)	5	1	16	22
Internet (WINTER)	0	0	332	332
Juv. Audio book (WJAUDB)	2	0	12	14
Juv. Biography (WJBIO)	2	0	7	9

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	17	18
Juvenile Easy (WJE)	18	9	435	462
Juv. Easy Non-fiction (WJENF)	0	0	42	42
Juv. Easy Reader (WJER)	2	0	230	232
Juv. Fiction (WJFIC)	38	23	208	269
Juv. Magazine (WJMAG)	0	0	11	11
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	19	128	156
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	0	1	206	207
Large Print Fiction (WLPF)	11	7	60	78
Large Print Inspirational (WLPI)	0	0	2	2
Large Print Mystery (WLPM)	2	0	4	6
Large Print New (WLPN)	3	2	55	60
Large Print Nonfic (WLPNF)	1	0	9	10
Large Print Western (WLPW)	0	0	4	4
Magazine (WMAG)	4	3	215	222
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	2	0	1	3
Non-Fiction 200 (WNF200)	2	2	6	10
Non-Fiction 300 (WNF300)	2	2	9	13
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	2	0	12	14
Non-Fiction 600 (WNF600)	10	7	66	83
Non-Fiction 700 (WNF700)	0	2	8	10
Non-Fiction 800 (WNF800)	1	0	3	4
Non-Fiction 900 (WNF900)	9	4	16	29
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	4	114	120
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	2	26	34
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	1	12	13
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	5	85	100
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	0	0	6	6
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7396	8161	5693	21250

CIRCULATION BY HOLDINGS CODE
April 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	29	0	2	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	47	24	8	79
Blu-Ray (BR)	180	491	341	1012
Books on CD (BKCD)	149	137	105	391
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	89	160	67	316
Digital Audiobooks (DA)	18	28	9	55
DVD (DVD)	1560	2402	1904	5866
Equipment (EQP)	20	2	15	37
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	480	521	213	1214
Fiction Fantasy (FICF)	7	2	8	17
Fiction Inspirational (FICI)	4	0	34	38
Fiction Mystery (FICM)	141	15	43	199
Fiction New (FICNEW)	456	324	189	969
Fiction Science Fiction (FICSF)	14	1	4	19
Fiction Western (FICW)	10	2	35	47
Genealogy (GENE)	2	0	0	2
Genealogy Mag (GMAG)	0	12	0	12
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	61	82	70	213
Hanging Bags (HANG)	21	10	12	43
Hotspots (WIFI)	43	47	43	133
ILL (ILL)	29	38	17	84
Internet (INTR)	460	702	332	1494
Juv. Audio book (JAUDB)	39	27	15	81
Juv. Biography (JBIO)	20	12	13	45
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	27	19	18	64
Juvenile Easy (JE)	702	361	465	1528
Juv. Easy Non-Fiction (JENF)	59	**41**	47	147
Juv. Easy Reader (JER)	366	409	234	1009
Juv. Fiction (JFIC)	493	395	231	1119
Juv. Holiday (JHOL)	15	0	1	16

Juv. Magazine (JMAG)	2	20	11	33
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	310	281	163	754
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	5	2	7
Juv. Toddler (JTOD)	131	195	210	536
Large Print Fiction (LPF)	165	218	67	450
Large Print Inspirational (LPI)	0	0	2	2
Large Print Mystery (LPM)	2	0	4	6
Large Print New (LPN)	47	35	55	137
Large Print Nonfic (LPNF)	11	3	10	24
Large Print Western (LPW)	0	0	4	4
Magazine (MAG)	458	251	221	930
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	11	7	4	22
Non-Fiction 100 (NF100)	28	19	3	50
Non-Fiction 200 (NF200)	19	26	7	52
Non-Fiction 300 (NF300)	47	46	14	107
Non-Fiction 400 (NF400)	1	6	0	7
Non-Fiction 500 (NF500)	18	9	13	40
Non-Fiction 600 (NF600)	116	163	85	364
Non-Fiction 700 (NF700)	31	43	13	87
Non-Fiction 800 (NF800)	16	13	3	32
Non-Fiction 900 (NF900)	42	32	16	90
Non-Fiction Blu-Ray (NFBR)	4	7	0	11
Non-Fiction DVD (NFDVD)	58	110	119	287
Nonfiction (NFIC)	4	0	0	4
Nonfiction New (NFNEW)	116	138	48	302
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	2	23	4	29
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	16	6	3	25
Software (SWAR)	0	5	1	6
SRCS (SRCS) DeMotte	50	2	2	54
SRCS (From other libraries III-SRC	2	102	0	104
SRCS (SRCSW) Wheatfield	0	5	24	29
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	3	2	12	17
YA Biography (YAB)	4	0	1	5
YA Books on CD (YABKCD)	0	1	12	13
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	130	94	92	316
YA Music CD (YACD)	0	49	0	49
YA Nonfiction (YANF)	11	5	9	25

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	0	3
				0
Free reads	288	144	30	462
Games/Puzzles	51	12	0	63
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7739	8348	5739	21826

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1617	1262	688	3567
Nonfiction	557	601	248	1406
CHILDREN'S BOOKS				
Fiction	1721	1360	1142	4223
Nonfiction	404	340	226	970
YA BOOKS				
Fiction	191	176	162	529
Nonfiction	15	5	10	30
Magazines, Adult	458	263	221	942
Magazines, Children	2	20	11	33
Sound Recordings, adult	259	328	205	792
Sound Recordings, ch	87	105	45	237
Online databases	0	0	0	0
Software	0	5	1	6
SRCS	52	109	26	187
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1802	3010	2364	7176
Equipment	63	49	58	170
Total	7228	7634	5407	20269
A-V Circulation	2148	3448	2615	8211
A-V Circulation as % of total	29.7%	45.2%	48.4%	40.5%

CIRCULATION STATISTICS

April 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	62	206	**1,617**	116	310	**1,262**	95	3	**688**	**3,567**
Nonfiction	66	0	**557**	80	1	**601**	44	30	**248**	**1,406**
CHILDREN'S BKS										
Fiction	49	4	**1,721**	50		**1,360**	80	17	**1,142**	**4,223**
Nonfiction	15	0	**404**	14		**340**	6	48	**226**	**970**
YA BOOKS										
Fiction	22	1	**191**	16		**176**	21	1	**162**	**529**
Nonfiction	4	0	**15**	0		**5**	0	0	**10**	**30**
Magazines,Adult			**458**			**263**			**221**	**942**
Magazines, Child			**2**			**20**			**11**	**33**
Games, Toys										**0**
Sound Rec/Adult	19		**259**	5		**328**	11		**205**	**792**
Sound Rec/Child	2		**87**	2		**105**			**45**	**237**
Online Databases										**0**
Software						**5**			**1**	**6**
SRCS			**52**			**109**			**26**	**187**
Vertical Files						**1**				**1**
VHS/DVD/BluRay	57	3	**1,802**	157	54	**3,010**	56	3	**2,364**	**7,176**
Equipment			**63**			**49**			**58**	**170**
TOTAL	296	214	**7,228**	440	365	**7,634**	313	102	**5,407**	**20,269**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,380	73,966	60,523
Circulation Increase/Decrease	**2.2%**	**-3.6%**	**6.4%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	20,067	20,269	1.0%
Jan. to date circulation	85,264	84,221	-1.2%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
22,718	22,574	15,924	15,730	16,246	16,338	**Fiction**
18,920	18,986	18,624	18,703	9,631	9,645	**Nonfiction**
						CHILDREN'S BKS
16,774	16,819	13,541	13,591	12,818	12,881	**Fiction**
9,136	9,151	6,198	6,212	6,852	6,810	**Nonfiction**
						YA BOOKS
2,447	2,468	3,336	3,352	3,119	3,139	**Fiction**
632	636	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,948	3,967	348	353	4,451	4,462	**Sound Rec/Adult**
723	725	4,434	4,436	885	885	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,547	6,601	10,299	10,402	5,979	6,032	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,298	82,380	73,891	73,966	60,312	60,523	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

April 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	302	65	194	42	282	61	778	169
LOCAL HISTORY								
In person	2	1	9	3	0	0	11	3
Letters written	6	6	5	5	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	460	19	702	29	332	14	1494	62
Internet use-Wireless	2280		2340		720		5340	
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	28	4	0	0	32	4
Public FAX24	60		34		29		123	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	7	2	25	8	2	1	34	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	20		0		0		20	
Outreach activities	0	0	11	7	0	0	11	7
Notarized documents	14	4	7	2	3	1	24	6
Meeting Room Use (no. of grou	72	24	56	19	41	14	169	56
Study room use	49	4	44	4	29	2	122	10
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	1394	14	1393	14	873	9	3660	37
Pull Requests	2	2	0	0	0	0	2	12
E-books downloaded							1873	
IN-HOUSE USE ITEMS	1692		545		126		2363	
SELF-CHECKOUT USE	149		527		177		853	
INTERLIBRARY LOANS								
Requests made for:							242	61
Items rec'd for:							203	102
Items requested by other librari							59	
Items supplied to other libraries							50	25

REGISTRATIONS

Total Borrowers	7613	11999	4874	24486
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	290	488	120	898
Number of New Patrons Added	42	36	31	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	1	6	3	18	0	0	4	24
Children's Programs (0-13)	17	102	18	108	11	66	46	276
Number attending	208		294		191		693	
YA Programs (14-17)	0	0	2	12	1	6	3	18
Number attending	10		21		4		35	
Adult Programs	11	66	4	24	2	12	17	102
Number attending	140		154		154		448	
Senior Citizen Programs	10	60	5	30	4	24	19	114
Number attending	53		72		61		186	
Total Number of Programs	**39**	234	**32**	192	**18**	108	**89**	534
Total Persons Attending	**411**		**541**		**410**		**1362**	
Total Attending Same Month Last Yr.	263		244		455		962	
Total Staff Hours Spent		376		329		209	913	1110
Total Number of In-House Prograı	**28**		**27**		**13**		**68**	
Total Attendance	**253**		**295**		**279**		**827**	
Total Number of Outreach Prograı	**11**		**5**		**5**		**21**	
Total Attendance	**158**		**246**		**131**		**535**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3215	44.2%	5449	71.6%	3820	70.9%	12484	61.6%
Corporate	8	0.1%	24	0.3%	0	0.0%	32	0.2%
Juvenile 0-11	77	1.1%	158	2.1%	12	0.2%	247	1.2%
Juvenile-AV	630	8.7%	656	8.6%	876	16.2%	2162	10.7%
Nonresident No Fee	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	215	3.0%	343	4.5%	89	1.7%	647	3.2%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	77	1.1%	30	0.4%	0	0.0%	107	0.5%
Reciprocal YA	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Reciprocal YA AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School	0	0.0%	30	0.4%	0	0.0%	30	0.1%
School AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	61	0.8%	0	0.0%	61	0.3%
Staff	2827	38.9%	599	7.9%	400	7.4%	3826	18.9%
Walking books	74	1.0%	103	1.4%	19	0.4%	196	1.0%
YA 12-17	19	0.3%	5	0.1%	0	0.0%	24	2.2%
YA-AV	132	1.8%	142	1.9%	175	3.2%	449	2.2%
Total	7275		7615		5391		20281	
All items borrowed by nonresidents	293	4.0%	418	5.5%	89	1.7%	800	3.9%

Salary Ordinance 2018
Updated 5/14/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Catherine Lambert	Clerk	$9.97	5/16/18	14	W

We have hired Catherine Lambert as Wheatfield Library Clerk, replacing Neile Trainor who was promoted to Library Assistant at DeMotte Library.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 5/14/18.

R10

Proctoring Policy

Proctoring of examinations is a free service offered by the Jasper County Public Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

The student understands that although the Library will do its best to meet their scheduling needs, final date and time decisions will be made by the designated proctor. Appointments must be made at least 48 hours in advance with the designated proctor.

When the library proctors an examination, the library proctor is obligated to follow the instructions and rules of the examination sponsor.

The student is obligated to:

- follow all instructions of the Library proctor regarding the examination.
- provide the Library proctor with the examination instructions prior to beginning the exam.
- pay all postal or printing fees in advance.
- arrive for the examination at the date and time set.
- provide a photo ID at time of examination.

The library may not be able to accommodate advanced technical operations, and the library cannot arrange for UPS or FedEX pickup.

Adopted May 2018

Director's Report
April 2018

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

General Business

Oath of Office – Mark Heinig: Mark has been reappointed to our board and will take his Oath of Office at our May meeting.

Director Salary 2019: As per Board and Administration Monthly Tasks, Director salary for 2019 is determined in open session.

Proctoring Policy: In May, no policies are scheduled to be reviewed. However, I would like to recommend a new policy to the board, Proctoring Policy. We have been proctoring exams for college students for more than 10 years. It is a named service in our User Guide, but we have never adopted a formal policy. I think this was because we proctored only occasionally, and the matters at hand were fairly cut and dried. It was easy to do. It is still easy to do, but we do find that colleges have a more formal process for this now, likely due to an increase in online learning. Students need to understand what we can and cannot do for them and that there are a few things they must do for us. Having this stated in a policy will be helpful. We are happy to offer this as a free service. It is manageable, something we can easily do, and it is very much appreciated for those who use the service. We believe this language will serve the library and students well. Please see R 10. A board vote is required to adopt the new Proctoring Policy.

Director's Report

On April 24 Matt Keiser of Abonmarche contacted me regarding a need for an asbestos inspection of the houses that are to be demolished. Apparently there is a federal requirement for this inspection when more than three houses are to be demolished. Inspection was completed by Amereco, a Valparaiso firm, on Friday, May 4. Matt Keiser accompanied the inspectors.

After reviewing the quote from George Kontol of Northwest Geothermal, Inc. regarding outside lighting at our libraries, I accepted his quote and we will proceed with LED retrofit at all locations for our outside lighting. Total cost is $14, 277 after rebates. We will receive NIPSCO rebates for DeMotte and Wheatfield lights. Estimated annual savings on utility costs is $22,064. Our goals are to save money on our utility costs and supplies and time spent on light maintenance. Rayann and I deem this project prudent and necessary. We will use Rainy Day Funds to cover these expenses.

In May we are encouraging patrons to 'Get Caught Reading' and share their love of the library and their reading experiences with us through photos. Through the month of May, all three branches of the Jasper County Public Library invite ages 13 and up to send photos of themselves, their family members, or their pets using any JCPL item; books, audio materials, movies, etc., into our 'Get Caught Reading!' Contest. At the end a prize will be awarded for the most unusual photo as determined by staff. We have done this type of program before, and Evie initiated offering it again this year. Our webmaster Mel had notes on the previous renditions so it was easy to pull it together in a short amount of time.

We did receive a $500 Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

For National Library Week we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country. I was able to do a radio spot on WLQI to encourage the public to celebrate with us.

We have decided to market the library at the Jasper County Fair this year. We will rent booth space and man the booth each evening of the county fair. We are still discussing what and how we will promote the library, but we do know that there will be daily prize giveaways and we are excited to market the library in a new way.

Linda Poortenga and I read to thirty children and six adults at the Jasper County Youth Center on April 18 in support of 'The Week of the Young Child', an annual celebration hosted by the National Association for the Education of Young Children (NAEYC) celebrating learning, young children, their teachers, and families. The families of JCYC were looking for members of the community to come and read stories to their children ages 2-5. This opportunity came to us via a Rensselaer Rotary Club initiative. Linda and I seldom have the opportunity to read aloud to young children. We enjoyed the event and found the children attentive and well-mannered. What fun!

Rayann and I attended a workshop, Budget Management/Financial Planning, presented by Paige Sansone and Ryan Fetters of Umbaugh & Associates at the Indiana State Library on April 20. Some of this content was review for us, but we definitely came away with new tools in our toolbox for estimating revenue, maintenance of cash reserves, spending plans, and cash flow assessments. Excellent workshop!

I completed the Pre-Budget Worksheet as required by the Department of Local Government Finance.

I have received word that we have received two payouts from the Jasper Foundation, $563 from our Jasper County Public Library Fund and $3319 from the Fendig Fund. These funds have been placed in our Gift Fund. They have been earmarked for an expressed community need, color copies/printing.

I met with the new Community Relations Specialist at CDC in April. She has been in her role for a few months serving five counties. It was nice to get acquainted, and I was able to share with her that many CDC clients are active volunteers at the library and that we are eager to take our outreach programs to the CDC office in Rensselaer. On May 16 Janice will present a program on Legos.

System Administrator News

Hotspot issues continue. It is a long and frustrating story, but our Sprint Public Sector Rep will be sending new hotspot models for us to try in our area. The first models worked well. The second batch has been nothing but trouble. We hope these new models do the trick.

Geocache Update: one new find for Rensselaer; five new finds for DeMotte, two new finds for Wheatfield. In March, Wheatfield had two people who couldn't find their cache. We verified its location and updated the coordinates, and then private messaged each of them. One of the responses was very complimentary of the library:

Thank you so much for verifying that the cache is still there. We will definitely be back to look for it again.

My wife, Nancy, and I are Wheatfield residents and very appreciative of all the library does for our community. We also think it is wonderful that you participate in geocaching. What a great family activity. I only wish geocaching had been around when my children were growing up.

Larry McKelvey and Nancy Connors

Technical Services News

Becky reports, "I took several actions to solve problems with TLC and SRCS. Patrons were renewing SRCS items in the PAC, so I had to change the SRCS Rule Profile to not allow renewals or holds to be placed in the PAC. Staff had also reported problems with the holds queue, so I opened a ticket with TLC about it and they are looking into it." Technical Services staff has been trained on how to use Square.

DeMotte Library News

Debbie reports, " 'Kankakee Sands: 20 years of Conservation' was a program that interested many in the community. Conservancy Docent Mary Kay Emmrich shared much information about the area – its past, present, and the future plans. She also shared why the buffalo were added to the site. Patrons asked many questions and were eager to learn all they could. <Our turtle> Franklin has been moved to the front circ counter and he is really becoming a celebrity. Whenever staff is out and about in town,

people stop staff to ask how Franklin is. He is a really big ambassador for the library! Franklin is taken out of his terrarium and exercised either by walking throughout the library or in the Story Time Room. Patrons visit with Franklin throughout his exercising time."

Rensselaer Library News

Linda reports, "Our Maintenance man is working on painting additional areas in the library; he has the columns in the adult area completed. We continue to strive to make the front of the library landscaping low maintenance. Simplex replaced the batteries in our Fire Alarm panel, and the plumber installed our bottle filler onto our drinking fountain (GO GREEN) this month. Earlier in the month Nancy, and two branch staff represented the library at the Family Fun Fair event held at the fairgrounds; which had a much better attendance this year with the new name (previously named Community Resource Day)! Andrea held her first "Combat Coffee" meeting to great success; there is a lot of buzz in the community…and not just from the strong coffee (provided free by the veteran owned Black Rifle Co.)."

Wheatfield Library News

Evie reports, "Sheila and I attended Computers in Libraries. CIL was a great conference that gave me lots of new knowledge of what's going on with technology in today's libraries, as well as motivated me to reevaluate some ideas I have put on the back burner over the past few years (specifically Makerspace/STEAM ideas). Nikki and Rachael worked together to promote National Library Week. At each of the branches, a coloring contest was held for kids 3-11, and daily prizes were given to patrons for checking out materials/using our equipment, etc. They are now participating in Children's Book Week and preparing to visit the local schools to promote our Summer Reading Programs." A new water heater is needed at Wheatfield Library. Patty accepted a quote for this work in early May with implementation expected in early to mid June.

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
April 30, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$197,563.82**	$751,913.33	**$62,935.78**	$251,726.46	**$241,925.47**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$1,375.38	$4,044.99	$1,567.58	$10,459.13	**$21,939.18**
DeMotte	$4,601.74	**$786.15**	$1,357.46	**$210.00**	$4,067.17	**$7,311.45**
Rensselaer	$7,026.80	**$498.88**	$2,139.10	**$1,357.58**	$5,979.96	**$10,867.66**
Wheatfield	$3,896.50	**$90.35**	$548.43	**$0.00**	$412.00	**$3,760.07**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$19.67**	$77.39	**$231,613.09**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$0.00	**($73,418.66)**
Rainy Day Fund Includes Investments of: **$2,023,577.45**	$2,366,108.41	**$350.00**	$750.00	**$2,814.70**	$10,036.46	**$2,375,394.87**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$7,710.00	**$0.00**	$20,036.75	**$12,326.75**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$36.94**	$98.16	**$118.40**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$6,812.19**	$29,070.15	**$6,812.19**	$29,070.15	**$0.00**
FICA Tax Collected	$0.00	**$7,698.12**	$31,245.28	**$7,698.12**	$31,245.28	**$0.00**
State Tax Collected	$3,450.69	**$3,483.67**	$14,132.01	**$3,506.86**	$14,188.13	**$3,506.81**
County Tax Collected	$2,657.58	**$2,686.28**	$10,924.23	**$2,710.13**	$10,976.83	**$2,710.18**
Deferred Comp.	$0.00	**$2,490.00**	$9,860.00	**$2,490.00**	$9,860.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$14,888.25	**$3,722.92**	$14,891.68	**$3.43**
Employee Life Insur.	$0.00	**$180.63**	$732.52	**$180.62**	$732.48	**($0.04)**
Employee INPRS	$0.00	**$3,135.40**	$12,853.83	**$3,135.40**	$12,853.83	**$0.00**
Garnishments	$0.00	**$160.34**	$641.36	**$160.34**	$641.36	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$231,586.26**	**$1,052,408.86**	**$97,791.25**	**$416,894.09**	**$2,816,389.48**

F2

Bank Balances

Jasper County Public Library

Report as of: **4/30/18**

	Bank	
1	Alliance Bank	$792,542.03
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,023,577.45
	Total all banks =	**$2,816,389.48**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$9,918.71**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **4/1/18** ***To*** **4/30/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$24,876.80	$50,128.20	66.8
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$90,194.27	$368,821.53	$757,889.47	67.3
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,596.67	$28,602.77	$63,877.23	69.1
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,698.12	$31,245.28	$67,760.72	68.4
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$1,406.75	$1,843.11	$2,679.89	59.3
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,178.39	$37,612.70	$76,589.30	67.1
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,663.84	$46,662.87	$100,044.13	68.2
Subtotal	*$1,658,634.00*		$1,658,634.00	$133,988.44	$539,665.06	$1,118,968.94	67.5
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$874.80	$2,234.56	$6,265.44	73.7
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$291.96	$2,036.08	$4,463.92	68.7
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$646.07	$1,875.44	$5,124.56	73.2
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$27.99	$32.28	$967.72	96.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$56.95	$107.92	$292.08	73.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$87.74	$97.22	$902.78	90.3
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$1,025.39	$4,035.44	$13,614.56	77.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$43,750.00*		$43,750.00	$3,010.90	$10,503.15	$33,246.85	76.0
3. Other Services and Charge							

F30

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$870.00	$7,630.00	89.8
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$20.00	$478.73	$16,321.27	97.2
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$1,680.00	$25,150.00	93.7
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$21,500.00	$100.00	0.5
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$251.13	$1,002.79	$5,497.21	84.6
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,063.05	$5,317.53	$14,682.47	73.4
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$2,961.03	$4,779.68	$6,220.32	56.5
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$115.20	$334.54	$1,665.46	83.3
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$3,410.63	$4,670.35	$72,429.65	93.9
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$8.03	$177.41	$422.59	70.4
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$1,178.81	$1,178.81	$621.19	34.5
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$3,888.00	$25,112.00	86.6
3.51	GAS	$45,000.00	$0.00	$45,000.00	$1,392.65	$7,078.59	$37,921.41	84.3
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$6,797.73	$28,635.23	$71,364.77	71.4
3.53	WATER	$4,000.00	$0.00	$4,000.00	$277.75	$1,041.15	$2,958.85	74.0
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$623.75	$2,563.19	$5,436.81	68.0
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,051.30	$11,447.14	$106,822.86	90.3
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$194.80	$105.20	35.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$0.00	$253.00	$1,947.00	88.5
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$2,495.20	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

F35

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$15,766.17	$43,539.81	$94,682.19	68.5
	Subtotal	*$707,012.00*		$707,012.00	$39,424.38	$143,367.95	$563,644.05	79.7
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$0.00	$363.03	$80,786.97	99.6
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$11,977.49	$34,986.09	$125,013.91	78.1
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$3,654.27	$7,197.78	$17,802.22	71.2
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,508.34	$15,830.27	$44,169.73	73.6
	Subtotal	*$326,312.00*		$326,312.00	$21,140.10	$58,377.17	$267,934.83	82.1
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$197,563.82	$751,913.33	$1,983,794.67	72.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **4/1/18** ***To*** **4/30/18**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$350.00	$750.00	$19,250.00	96.3
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$0.00	$0.00	$65,000.00	100.0
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$0.00	$0.00	$108,273.00	100.0
Subtotal	*$193,273.00*		$193,273.00	$350.00	$750.00	$192,523.00	99.6
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$350.00	$750.00	$267,523.00	99.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **4/1/18** ***To*** **4/30/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$7,710.00	($7,710.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$7,710.00	($7,710.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$7,710.00	($7,710.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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F4a

Voucher List

Jasper County Public Library

Report Date: From 4/1/18 **To** 4/30/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36084	227	AARON GALVIN	4/9/18	Books	$80.00
36085	228	ACE HARDWARE	4/9/18	Maintenance supplies, library supplies	$183.47
36086	229	ANTHEM BLUE CROSS BLUE	4/9/18	Health Ins. Premiums- April 2018	$13,963.67
36087	230	ANTHEM LIFE	4/9/18	Life Ins. Premiums- April 2018	$97.20
36088	231	BAKER & TAYLOR	4/9/18	Books, Continuations, AV, Auto. Yours	$10,814.86
36089	232	BAKER & TAYLOR ENTERTAIN	4/9/18	DVDs, CDs	$4,160.53
36090	233	BETTER CONTAINERS MFG. C	4/9/18	Love My Library bags	$135.55
36091	234	CENTER POINT PUBLISHING	4/9/18	Books	$546.48
36092	235	CRESTLINE SPECIALTIES, INC	4/9/18	Promotional earbuds, tumblers, & tattoos	$1,178.81
36093	236	D & S COMPUTER SERVICES	4/9/18	Hosting 2nd Quarter 2018	$120.00
36094	237	DELL MARKETING L.P.	4/9/18	Toner	$401.82
36095	238	DELTA DENTAL	4/9/18	Dental Ins. Premiums- April 2018	$577.98
36096	239	EDWARD P. DUMAS	4/9/18	Legal Assistance: Building Demolition	$350.00
36097	240	ENA SERVICES LLC	4/9/18	Internet Service- March 2018	$1,927.50
36098	241	FINDAWAY WORLD, LLC	4/9/18	Playaway Views	$199.98
36099	242	HAMSTRA BUILDERS, INC.	4/9/18	Sewer line work; HVAC repair	$1,663.94
36100	243	ICC Business Products	4/9/18	Office supplies	$152.81
36101	244	INDIANA DEPT. OF WORKFOR	4/9/18	1st Quarter 2018 Unemployment Compensation Pymt	$1,406.75
36102	245	KAPER'S BUILDING MATERIAL	4/9/18	String art program supplies	$14.53
36103	246	KIMBERLY HUNTER	4/9/18	Mileage 3/13-3/29/18; Training Seminar expenses	$78.43
36104	247	LINDA POORTENGA	4/9/18	Mileage 3/12-3/16/18	$102.46
36105	248	KIRBY RISK CORPORATION	4/9/18	Fluorescent bulbs, fluorescent lampholders, ballasts, LED retrofit bulb	$634.50
36106	249	MAGAZINE SUBSCRIPTION SE	4/9/18	Annual June - August Magazine Subscription Renewals	$3,035.47
36107	250	MICHAEL R. ANDERSON	4/9/18	Snow removal	$125.00
36108	251	MIDWEST COLLABORATIVE F	4/9/18	Workshop registrations	$177.00
36109	252	MIDWEST TAPE	4/9/18	DVDs	$113.07
36110	253	NIPSCO	4/9/18	Gas & electric service	$5,194.96
36111	254	NITCO	4/9/18	DeM: Local Phone & Fax Service- April 2018	$168.40
36112	255	OLLIS BOOK CORPORATION	4/9/18	Books	$1,671.11
36113	256	PEGGY MICHELIN	4/9/18	Mileage 12/19/17-3/8/18	$23.22
36114	257	REPUBLIC SERVICES #715	4/9/18	Wh: Trash Service-April 2018	$119.85
36115	258	ROEING CORPORATION	4/9/18	Tech Maintenance Support - 2nd Installment 2018; Sophos renewal	$14,877.00
36116	259	SUNRISE PACKAGING INC.	4/9/18	Audiobook cases	$282.08
36117	260	THE LIBRARY CORPORATION	4/9/18	TLCU Conference registrations	$598.00
36118	261	WAL-MART COMMUNITY/SYN	4/9/18	Janitorial supplies, library supplies	$50.23
0	262	PAYROLL	4/10/18	PAYROLL	$53,710.77
0	263	CHRISTINA SANDERS	4/10/18	Courier Mileage 3/16 - 3/31/18 (Conf. #658)	$371.69
0	264	GREAT-WEST RETIREMENT S	4/10/18	Annuity Contributions withheld 4/10/18 Payroll (conf# 659)	$1,245.00
0	265	INDIANA CHILD SUPPORT BU	4/10/18	Child Support Garnishment: Andrea Prescaro 4/10/2018 Payroll (Payment #1890320180409113737)	$80.17
0	266	INPRS fbo PERF	4/10/18	INPRS Contributions 4/10/18 Payroll	$6,306.86
0	267	INDIANA DEPARTMENT OF RE	4/10/18	State & County Taxes withheld March 2018 Payrolls (Ref. #92314)	$6,169.95
0	268	IRS USA TAXPAYMENT	4/10/18	Federal Withholding, Medicare, & FICA withheld 4/10/18 Payroll & Ins. (Acknowledgement #459321124)	$11,489.00
0	269	SPRINT	4/10/18	Hotspot Data Service January 12, 2018 - March 11, 2018 (Conf #657)	$2,136.99
0	270	TOWN OF DEMOTTE	4/10/18	DeM: Water & Sewer Service- March 2018 (Conf. #655)	$168.10

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	271	TOWN OF WHEATFIELD	4/10/18	Wh: Sewer Service- April 2018 (Conf# 656)	$56.65
0	272	ALLIANCE BANK	4/9/18	Direct Deposit Fees - March 2018	$36.70
36119	273	BUSINESS CARD	4/9/18	Library supplies, maintenance supplies, Conference expenses, book	$2,378.39
36120	274	CENTURYLINK	4/9/18	Long distance phone service- March 2018	$25.04
36121	275	CULLIGAN WATER CONDITIO	4/9/18	Wh: Water Cooler Rental- April 2018, 5-gallon drinking water- 6	$57.45
36122	276	DEMCO	4/9/18	Library supplies	$885.45
36123	277	DONNA BARKO	4/9/18	Mileage 1/4-4/5/18	$19.29
36124	278	HP Products	4/9/18	Janitorial supplies	$166.26
36125	279	INDIANA LIBRARY FEDERATIO	4/9/18	ILF Northwest Regional Conference registrations	$240.00
36126	280	INDIANA WASTE SERVICE	4/9/18	DeM: Trash pick-up April 2018	$91.55
36127	281	JASPER COUNTY TREASURE	4/9/18	DeM: Tax bill for ditch & property	$2,495.20
36128	282	KONE, INC.	4/9/18	Dem: Quarterly Elevator Maintenance Agreement- 4/1-6/30/2018	$442.74
36129	283	OFFICE DEPOT	4/9/18	Janitorial, office, & library supplies, library equipment	$954.33
36130	284	POST TRIBUNE	4/9/18	Newspaper subscriptions	$618.80
36131	285	QUILL CORPORATION	4/9/18	Janitorial, office, & library supplies	$188.75
36132	286	RENSSELAER LAUNDRY ROO	4/9/18	Laundry	$20.00
36133	287	SHANNON HELDAK	4/9/18	Mileage 3/8-4/5/18	$57.23
36134	288	SIMPLEXGRINNELL	4/9/18	Alarm panel repair	$951.36
36135	289	TEAM SOFTWARE SOLUTION	4/9/18	Public Web Browser Annual Renewal	$125.00
36136	290	TRUGREEN PROCESSING CE	4/9/18	Wh: Ornamental bed weed control treatment	$311.00
36137	291	UNIQUE MANAGEMENT SERVI	4/9/18	Collections: Initial/Secondary Placements- March 2018	$143.20
36138	292	VISION SERVICE PLAN	4/9/18	Vision Ins. Premiums- April 2018	$226.67
0	293	PAYROLL	4/25/18	PAYROLL	$50,330.57
0	294	CENTURYLINK	4/25/18	WH: Local Phone & Fax Service April 2018 (Conf # 660)	$57.69
0	295	CHRISTINA SANDERS	4/25/18	Courier Mileage 4/1 - 4/15/18 (Conf. #662)	$337.90
0	296	CITY OF RENSSELAER	4/25/18	RENS: Utilities 3/08/18-4/9/2018 (Conf. #661)	$3,415.27
0	297	GREAT-WEST RETIREMENT S	4/25/18	Annuity Contributions withheld 4/25/18 Payroll (conf# 663)	$1,245.00
0	298	INDIANA CHILD SUPPORT BU	4/25/18	Child Support Garnishment: Andrea Prescaro 4/25/2018 Payroll (Payment #1890320180423121209)	$80.17
0	299	INPRS fbo PERF	4/25/18	INPRS Contributions 4/25/18 Payroll	$6,006.93
0	300	IRS USA TAXPAYMENT	4/25/18	Federal Withholding, Medicare, & FICA withheld 4/25/18 Payroll & Ins. (Acknowledgement #24881504)	$10,719.43
0	301	AFLAC	4/25/18	Supplemental Insurance April 2018 (Conf #664)	$701.88
0	302	SPRINT	4/25/18	Hotspot Data Service March 12, 2018 - April 11, 2018 (Conf #665)	$1,273.64
0	303	SQUARE, INC	4/30/18	Merchant Processing Fees- April 2018	$21.53

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$231,586.26**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, May 02, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$231,586.26**

Date this 14th **day of** May **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,763.38	$11,102.38
DeMotte	$742.15	$3,147.11		
Rensselaer	$1,197.85	$5,035.06		
Wheatfield	$823.38	$2,920.21		
PHOTOCOPIES:			$988.90	$3,808.76
DeMotte	$374.40	$1,457.00		
Rensselaer	$386.80	$1,600.76		
Wheatfield	$227.70	$751.00		
INTEREST (Checking, Repurchase, CDs):			$23.16	$161.96
TAXES:			$58,792.17	$235,168.68
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$235,168.68		
TAXABLE SALES:-			$10.07	$34.49
REFUNDS:			$358.10	$1,450.19
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$350.00	$1,200.00		
Reimbursement	$0.00	$217.45		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$8.10	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$62,935.78**	**$251,726.46**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,567.58	$10,459.13
DeMotte	$210.00	$4,067.17		
Rensselaer	$1,357.58	$5,979.96		
Wheatfield	$0.00	$412.00		
LIB. IMPROV. RESERVE FUND:			$19.67	$77.39
Interest Earned	$19.67	$77.39		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,814.70	$10,036.46
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,814.70	$10,036.46		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$36.94	$98.16
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$67,374.67**	**$292,434.35**

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WITHHOLDING ACCOUNT FUNDS:			$30,416.58	$124,459.74
FIT Tax Collected	$6,812.19	$29,070.15		
FICA Collected	$7,698.12	$31,245.28		
State Tax Collected	$3,506.86	$14,188.13		
County Tax Collected	$2,710.13	$10,976.83		
Deferred Comp Plan	$2,490.00	$9,860.00		
Pre-tax Insurance Plans	$3,722.92	$14,891.68		
Life Insurance	$180.62	$732.48		
INPRS	$3,135.40	$12,853.83		
Garnishments	$160.34	$641.36		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS			**$97,791.25**	**$416,894.09**

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Voucher List

Jasper County Public Library

Report Date: From **5/1/18** *To* **5/14/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	304	PAYROLL	5/10/18	PAYROLL	$53,882.59
0	305	CHRISTINA SANDERS	5/10/18	Courier Mileage 4/16 - 4/30/18 (Conf. #666)	$371.69
0	306	GREAT-WEST RETIREMENT S	5/10/18	Annuity Contributions withheld 5/10/18 Payroll (conf# 669)	$1,245.00
0	307	INDIANA CHILD SUPPORT BU	5/10/18	Child Support Garnishment: Andrea Prescaro 5/10/2018 Payroll (Payment #1890320180508151300)	$80.17
0	308	INPRS fbo PERF	5/10/18	INPRS Contributions 5/10/18 Payroll	$6,406.88
0	309	INDIANA DEPARTMENT OF RE	5/10/18	State & County Taxes withheld April 2018 Payrolls (Ref. #84050)	$6,216.99
0	310	IRS USA TAXPAYMENT	5/10/18	Federal Withholding, Medicare, & FICA withheld 5/10/18 Payroll & Ins. (Acknowledgement #23704097)	$11,511.39
0	311	TOWN OF DEMOTTE	5/10/18	DeM: Water & Sewer Service- April 2018 (Conf. #667)	$168.10
0	312	TOWN OF WHEATFIELD	5/10/18	Wh: Sewer Service- May 2018 (Conf# 668)	$56.65
36139	313	4IMPRINT, INC.	5/14/18	Square Pencil Sharperners, Matte Grip Pens	$708.35
36140	314	AARON'S LAWN CARE	5/14/18	Mowing & edging, DeM, Rens, & WH: spring cleanup	$975.00
36141	315	ABONMARCHE	5/14/18	Boundary and Topograhic Surve, Demolition Plans & Specifications	$7,100.00
36142	316	ACE HARDWARE	5/14/18	Maintenance supplies	$66.53
36143	317	AMERICAN LIBRARY ASSOCIA	5/14/18	The Incredibles Kit	$131.00
36144	318	ANDREA PRESCARO	5/14/18	Mileage 1/3/18-4/11/18: Walking Books	$16.90
0	319	ALLIANCE BANK	5/14/18	Direct Deposit Fees - April 2018	$36.60
36145	320	ANTHEM BLUE CROSS BLUE	5/14/18	Health Ins. Premiums- April 2018	$13,963.67
36146	321	ANTHEM LIFE	5/14/18	Life Ins. Premiums- May 2018	$99.54
36147	322	BLUETARP FINANCIAL, INC	5/14/18	paint & mask	$43.85
36148	323	BROAD REACH	5/14/18	Books	$423.25
36149	324	CARDINAL OFFICE PRODUCT	5/14/18	DeMotte Staff Copier Maintenance 1/21/18-4/21/18	$747.77
36150	325	CENTURYLINK	5/14/18	Long distance phone service- April 2018	$21.90
36151	326	COMMONWEALTH TECHNOLO	5/14/18	Rens: staff copier quarterly service agreement; Wh: staff copier quarterly service agreement	$930.87
36152	327	CONSOLIDATED INSURANCE	5/14/18	Semi-annual premium for building insurance; annual premium for workman's comp,, Vacancy permits	$14,007.00
36153	328	CULLIGAN WATER CONDITIO	5/14/18	Wh: Water Cooler Rental- May 2018, 5-gallon drinking water- 6	$57.45
36154	329	DEBORAH KRISTOFF	5/14/18	Mileage 3/14 - 4/15/18	$204.92
36155	330	DELTA DENTAL	5/14/18	Dental Ins. Premiums- ay 2018	$577.98
36156	331	DEMCO	5/14/18	Library supplies	$928.95
36157	332	ENA SERVICES LLC	5/14/18	Internet Service- April 2018	$1,927.50
36158	333	FINDAWAY WORLD, LLC	5/14/18	Power adapter for Playaway View	$19.69
36159	334	HP Products	5/14/18	Janitorial supplies	$142.06
36160	335	ICC Business Products	5/14/18	Ink Cartridges for Renee's Home Printer	$143.13
36161	336	INDIANA CHAMBER OF COMM	5/14/18	State & Federal laminated employment poster sets	$155.95
36162	337	INDIANA GROCERY GROUP, L	5/14/18	Mgmt Meeting expenses	$43.56
36163	338	INDIANA WASTE SERVICE	5/14/18	DeM: Trash pick-up May 2018	$91.55
36164	339	KIM DELGER	5/14/18	Mileage 3/29-4/26/18, Circulation Counterparts Meeting	$52.02
36165	340	KIMBERLY HUNTER	5/14/18	4/26: Counterparts Meeting	$15.39
36166	341	LINDA POORTENGA	5/14/18	Mileage 4/4-4/20/18: Counterparts, B2B meeting	$65.95
36167	342	NIPSCO	5/14/18	Dem & WH:Gas & electric service 3/29 - 5/1/18	$5,622.80
36168	343	NITCO	5/14/18	DeM: Local Phone & Fax Service- May 2018	$168.40
36169	344	OLLIS BOOK CORPORATION	5/14/18	Books	$597.39

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36170	345	PATTY EENIGENBURG	5/14/18	Mileage 3/7 - 4/18/18, Techie has left the Building Meeting	$139.64
36171	346	PATTY STRINGFELLOW	5/14/18	Mileage 3/28 - 4/9/18	$52.32
36172	347	PRECISION CONTROL SYSTE	5/14/18	2nd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2018)	$2,162.00
36173	348	RENSSELAER REPUBLICAN	5/14/18	DeM: Newspaper subscription Acct# 0038530	$139.00
36174	349	RENSSELAER ROTARY CLUB	5/14/18	March & April 2018 dues & meals	$53.00
36175	350	REPUBLIC SERVICES #715	5/14/18	Wh: Trash Service-May 2018	$119.85
36176	351	ROEING CORPORATION	5/14/18	USB Charging Cable, Ultra Compact Travel Charger with Foldable Plug	$124.95
36177	352	SHOPKO STORES OPERATIN	5/14/18	Summer Reading Prizes	$61.75
36178	353	SHANNON HELDAK	5/14/18	Mileage 4/7-5/3/18	$69.76
36179	354	SHEILA MAXWELL	5/14/18	Mileage: 1/18-4-19/18; CIL conference expenses	$268.43
36180	355	SMITH FARM STORE	5/14/18	Mulch & Twine	$137.54
36181	356	TRUGREEN PROCESSING CE	5/14/18	Dem & Wh: Lawn fertilization	$136.00
36182	357	ULINE	5/14/18	Strap Tape	$80.32
36183	358	UNIQUE MANAGEMENT SERVI	5/14/18	Collections: Initial/Secondary Placements- April 2018	$80.55
36184	359	WAL-MART COMMUNITY/SYN	5/14/18	library supplies	$226.97
36185	360	ZIESE PLUMBING, HEATING, &	5/14/18	Rens: Turn on outside water hydrants east & west side only, install water cooler bottle filler and filter	$437.00
36186	361	ABLE PAPER & JANITORIAL S	5/14/18	Vacuum, vacuum filter	$723.95
36187	362	BAKER & TAYLOR	5/14/18	Books, Continuations, AV, Auto. Yours	$11,673.55
36188	363	BAKER & TAYLOR ENTERTAIN	5/14/18	DVDs, CDs	$3,985.05
36189	364	BROWN'S GARDEN & FLORAL	5/14/18	Rens: Ash Tree Treatment	$263.70
36190	365	BUSINESS CARD	5/14/18	Facebook Ads, CIL conference, Summer Reading Prizes, ARSL Conference, Books to Bridges Meeting, Branch Counterparts Meeting, Program Supplies, Postage, Book Week Prizes	$2,846.94
36191	366	CENTURYLINK	5/14/18	WH: Local Phone Service May 2018	$57.71
36192	367	DAVID MYERS/DJM BEATS	5/14/18	Summer Reading Program Presenter	$150.00
36193	368	DONNA BARKO	5/14/18	Mileage 4/10-5/7/18	$32.32
36194	369	JANWAY COMPANY USA, INC.	5/14/18	Summer Reading Prizes: Cell Phone Wallets	$235.00
36195	370	JASPER COUNTY FAIR ASSO	5/14/18	Jasper County Fair Commercial Booth	$215.00
36196	371	KEVIN J. MANNING	5/14/18	Summer Reading Program Presenter	$450.00
36197	372	KROGER GARDIS & REGAS, L	5/14/18	Legal Assistance: Personnel Matters, FMLA	$240.00
36198	373	MARLENE BEEDLE	5/14/18	Mileage 4/30/18: Digitization meeting	$23.98
36199	374	MIDWEST TAPE	5/14/18	Audiobook sleeves, DVDs	$630.97
36200	375	NORTHWEST GEOTHERMAL I	5/14/18	Dem: Electrical & Lighting	$1,132.00
36201	376	OFFICE DEPOT	5/14/18	Highlighters, Sharpies Paper Clips, Soap Refill, Lysool, Laminator Pouches, 3 hole Punch, Copy Paper, Golf Pencils, Legal Pads, Bandages, Wiggle Eyes, Red & Green Construction Paper, Kleenex, Magic Tape	$472.73
36202	377	PRECISION CONTROL SYSTE	5/14/18	DEM: Parts & Labor to repair Boiler/Furnace	$1,513.06
36203	378	QUILL CORPORATION	5/14/18	Cleaning supplies, office supplies	$178.32
36204	379	RAYANN GILMORE	5/14/18	Rens. Petty Cash: postage	$44.03
36205	380	RACHEL KUHN	5/14/18	Mileage 5/11/18: Discovery to Delivery Conference	$112.82
36206	381	VISION SERVICE PLAN	5/14/18	Vision Ins. Premiums- May 2018	$226.67

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$159,523.26**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 14, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$159,523.26**

Date this 14th **day of** May **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 11, 2018, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

- Minutes of May Board Meeting
- Bills/Financial Reports
- Policy Review (R 10 & R 20)
- Workshop Request (R 15)
- Digitizing Yearbooks (R 16)
- DeMotte Touch of Dutch Festival (R 16)

General Business

Asbestos Report (R 16)	Information
Quotes – Asbestos Removal (R 16)	Action
Proposed Time Table for Asbestos Removal and Demolition (R 17)	Information
Permission to Seek Quotes for Demolition (R 17)	Action
2019 Budget Committee (R 17)	Information

Director's Report (R 15-R 19) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **May 14, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Natalie Waling, Kristie Housman, Janet Umlauf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore
Absent: Jody Melton

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:16 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved on a motion by M. Heinig, and seconded by N. Waling. Motion passed.

Oath of Office – Mark Heinig: M. Heinig took his oath of office. He has been reappointed to our Board by the Rensselaer Central School Board.

Director Salary 2019: As per Board and Administration Monthly Tasks, Director's salary for 2019 is determined in open session. K. Housman moved that the discussion of the Director's salary be tabled until December when salary increases for staff are discussed and the Board and Administration Monthly Tasks list be revised to reflect this change for this year and future years. N. Waling seconded the motion. Motion passed.

Proctoring Policy: P. Stringfellow recommended a new policy to the board, Proctoring Policy. We have been proctoring exams for college students for more than 10 years. It is a named service in our User Guide, but we have never adopted a formal policy as we proctored only occasionally, and the matters at hand were fairly cut and dried. It was easy to do. It is still easy to do, but we do find that colleges have a more formal process for this now, likely due to an increase in online learning. Students need to understand what we can and cannot do for them and that there are a few things they must do for us. Having this stated in a policy will be helpful. We are happy to offer this as a free service. It is manageable, something we can easily do, and it is very much appreciated for those who use the service. We believe this language will serve the library and students well. M. Heinig moved to adopt the new Proctoring Policy, seconded by K. Housman. Motion passed.

Director's Report: P. Stringfellow explained that on April 24 Matt Keiser of Abonmarche contacted her regarding a need for an asbestos inspection of the houses that are to be demolished. There is federal requirement for this inspection when more than one house is to be demolished. The inspection was completed by Amereco, a Valparaiso firm, on May 4. The asbestos inspection report is not yet complete. Specifications for the demolition have been delivered to both P. Stringfellow and Ed Dumas. The specifications will be brought to the Board once they have been reviewed. After reviewing the quote from George Kontol of Northwest Geothermal, Inc. regarding outside lighting at our libraries, P. Stringfellow accepted his quote and we are proceeding with LED retrofit at all locations for our outside lighting. Total cost is $14,277 after rebates. The DeMotte and Wheatfield lights qualify for NIPSCO rebates. Estimated annual savings on utility costs is $22,064. Our goals are to save money on our utility costs and supplies and time spent on light maintenance. Rainy Day Funds will be used to cover

these expenses. The retrofit of outdoor lights is complete at DeMotte Library. Wheatfield Library is complete except for the wall lights. Work at Rensselaer Library is expected to begin by the end of the week.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:38 PM.

Janelle Harper, Secretary Pro-Tem

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
May 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	23	0	1	24
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	22	2	0	24
Blu-Ray (DBR)	212	6	9	227
Books on CD (DBKCD)	167	7	3	177
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	97	10	0	107
Digital Audiobooks (DDA)	19	1	0	20
DVD (DDVD)	1436	86	27	1549
Equipment (DEQP)	11	1	0	12
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	488	22	11	521
Fiction Fantasy (DFICF)	1	0	0	1
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	114	4	1	119
Fiction New (DFICNEW)	434	13	18	465
Fiction Science Fiction (DFICSF)	3	3	3	9
Fiction Western (DFICW)	12	0	10	22
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	74	0	1	75
Hanging Bags (DHANG)	16	0	0	16
Hotspots (DWIFI)	36	0	0	36
ILL (DILL)	4	1	0	5
Internet (DINTER)	468	0	0	468
Juv. Audio book (DJAUDB)	44	1	1	46
Juv. Biography (DJBIO)	39	0	1	40
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	31	0	0	31
Juvenile Easy (DJE)	578	13	14	605
Juv. Easy Non-fiction (DJENF)	41	3	0	44
Juv. Easy Reader (DJER)	325	1	9	335
Juv. Fiction (DJFIC)	440	9	6	455
Juv. Holiday books (DJHOL)	15	0	0	15
Juv. Magazine (DJMAG)	6	0	0	6
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	251	8	15	274
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	60	2	1	63
Large Print Fiction (DLPF)	168	13	3	184
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	50	5	0	55
Large Print Nonfic (DLPNF)	9	0	0	9
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	453	4	8	465
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	8	1	0	9
Nonfiction 100 (DNF100)	6	0	0	6
Nonfiction 200 (DNF200)	12	1	0	13
Nonfiction 300 (DNF300)	32	1	1	34
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	22	1	0	23
Nonfiction 600 (DNF600)	89	8	8	105
Nonfiction 700 (DNF700)	32	0	4	36
Nonfiction 800 (DNF800)	15	0	0	15
Nonfiction 900 (DNF900)	31	4	6	41
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	52	0	0	52
Nonfiction (DNFIC)	3	1	0	4
Nonfiction New (DNFNEW)	105	20	6	131
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	134	0	136
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	1	5
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	79	6	0	85
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	1	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	0	0	0	0
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	20	2	25
Blu-Ray (RBR)	8	441	11	460

Books on CD (RBKCD)	6	139	3	148
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	136	1	141
Digital Audiobooks (RDA)	1	25	0	26
DVD (RDVD)	36	2269	26	2331
Equipment (REQP)	0	9	0	9
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	24	493	11	528
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	17	299	11	327
Genealogy (RGENE)	0	6	0	6
Genealogy Mag (RGMAG)	0	14	0	14
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	95	9	106
Hanging Bag (RHANG)	0	7	0	7
Hotspots (RWIFI)	0	50	0	50
ILL (RILL)	1	28	0	29
Internet (RINTER)	0	728	0	728
Juv. Audio book (RJAUDB)	1	16	0	17
Juv. Biography (RJBIO)	2	9	0	11
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	5	0	7
Juvenile Easy (RJE)	6	292	4	302
Juv. Easy Non-fiction (RJENF)	2	27	0	29
Juv. Easy Reader (RJER)	0	324	0	324
Juv. Fiction (RJFIC)	26	322	3	351
Juv. Magazine (RJMAG)	0	19	0	19
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	1	181	4	186
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	11	0	11
Juv. Toddler (RJTOD)	0	190	0	190
Large Print Fiction (RLPF)	5	210	1	216
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	56	1	59
Large Print Nonfic (RLPNF)	0	6	1	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	299	0	300
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	6	1	7
Non-Fiction 100 (RNF100)	4	9	3	16
Non-Fiction 200 (RNF200)	6	32	0	38
Non-Fiction 300 (RNF300)	6	40	5	51
Non-Fiction 400 (RNF400)	0	4	0	4
Non-Fiction 500 (RNF500)	3	24	0	27
Non-Fiction 600 (RNF600)	14	122	9	145
Non-Fiction 700 (RNF700)	3	33	4	40
Non-Fiction 800 (RNF800)	0	7	0	7
Non-Fiction 900 (RNF900)	1	33	0	34
Nonfiction Blu-Ray (RNFBR)	0	3	0	3
Nonfiction DVD (RNFDVD)	0	126	0	126

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	25	144	11	180
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	6	0	6
SRCS (SRCS) DeMotte	60	6	2	68
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	7	30	40
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	76	2	80
YA Music CD (RYACD)	0	11	0	11
YA Nonfiction (RYANF)	0	2	1	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	2	12	19
Blu-Ray (WBR)	2	5	243	250
Books on CD (WBKCD)	21	11	92	124
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	7	6	93	106
Digital Audiobooks (WDA)	0	3	17	20
DVD (WDVD)	23	83	1582	1688
Equipment (WEQP)	0	0	12	12
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	25	18	168	211
Fiction Fantasy (WFICF)	0	1	1	2
Fiction Inspirational (WFICI)	12	4	63	79
Fiction Mystery (WFICM)	4	3	58	65
Fiction New (WFICNEW)	39	17	183	239
Fiction Science Fiction (WFICSF)	0	1	1	2
Fiction Western (WFICW)	0	1	5	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	3	35	38
Hanging Bags (WHANG)	0	0	2	2
Hotspots (WWIFI)	0	0	30	30
ILL (WILL)	1	0	10	11
Internet (WINTER)	0	0	257	257
Juv. Audio book (WJAUDB)	0	3	6	9
Juv. Biography (WJBIO)	1	1	17	19

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	16	16
Juvenile Easy (WJE)	5	6	415	426
Juv. Easy Non-fiction (WJENF)	0	2	31	33
Juv. Easy Reader (WJER)	0	5	202	207
Juv. Fiction (WJFIC)	34	16	240	290
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	13	139	162
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	0	303	305
Large Print Fiction (WLPF)	10	11	67	88
Large Print Inspirational (WLPI)	0	0	5	5
Large Print Mystery (WLPM)	0	4	6	10
Large Print New (WLPN)	9	1	66	76
Large Print Nonfic (WLPNF)	2	1	23	26
Large Print Western (WLPW)	0	0	5	5
Magazine (WMAG)	2	0	196	198
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	0	5	7
Non-Fiction 200 (WNF200)	0	2	2	4
Non-Fiction 300 (WNF300)	1	2	14	17
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	3	3	55	61
Non-Fiction 700 (WNF700)	0	0	14	14
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	2	0	6	8
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	1	2	79	82
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	13	6	34	53
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	1	117	133
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7185	8060	5287	20532

CIRCULATION BY HOLDINGS CODE
May 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	23	0	1	24
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	30	24	14	68
Blu-Ray (BR)	224	455	265	944
Books on CD (BKCD)	194	157	98	449
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	108	152	94	354
Digital Audiobooks (DA)	20	29	17	66
DVD (DVD)	1495	2438	1635	5568
Equipment (EQP)	11	10	12	33
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	537	533	190	1260
Fiction Fantasy (FICF)	1	1	1	3
Fiction Inspirational (FICI)	12	4	63	79
Fiction Mystery (FICM)	118	7	59	184
Fiction New (FICNEW)	490	329	212	1031
Fiction Science Fiction (FICSF)	3	4	4	11
Fiction Western (FICW)	12	1	15	28
Genealogy (GENE)	0	6	0	6
Genealogy Mag (GMAG)	0	14	0	14
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	76	98	45	219
Hanging Bags (HANG)	16	7	2	25
Hotspots (WIFI)	36	50	30	116
ILL (ILL)	6	29	10	45
Internet (INTR)	468	728	257	1453
Juv. Audio book (JAUDB)	45	20	7	72
Juv. Biography (JBIO)	42	10	18	70
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	33	5	16	54
Juvenile Easy (JE)	589	311	433	1333
Juv. Easy Non-Fiction (JENF)	43	32	31	106
Juv. Easy Reader (JER)	325	330	211	866
Juv. Fiction (JFIC)	500	347	249	1096
Juv. Holiday (JHOL)	15	0	0	15

Juv. Magazine (JMAG)	6	19	18	43
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	262	202	158	622
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	11	0	11
Juv. Toddler (JTOD)	62	192	304	558
Large Print Fiction (LPF)	183	234	71	488
Large Print Inspirational (LPI)	0	0	5	5
Large Print Mystery (LPM)	0	4	6	10
Large Print New (LPN)	61	62	67	190
Large Print Nonfic (LPNF)	11	7	24	42
Large Print Western (LPW)	0	0	5	5
Magazine (MAG)	456	303	204	963
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	7	2	17
Non-Fiction 100 (NF100)	12	9	8	29
Non-Fiction 200 (NF200)	18	35	2	55
Non-Fiction 300 (NF300)	39	43	20	102
Non-Fiction 400 (NF400)	1	4	2	7
Non-Fiction 500 (NF500)	25	25	7	57
Non-Fiction 600 (NF600)	106	133	72	311
Non-Fiction 700 (NF700)	35	33	22	90
Non-Fiction 800 (NF800)	15	7	0	22
Non-Fiction 900 (NF900)	34	37	12	83
Non-Fiction Blu-Ray (NFBR)	2	3	2	7
Non-Fiction DVD (NFDVD)	53	128	79	260
Nonfiction (NFIC)	3	1	0	4
Nonfiction New (NFNEW)	143	170	51	364
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	2	37	4	43
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	1	0	3
Software (SWAR)	0	6	0	6
SRCS (SRCS) DeMotte	60	6	2	68
SRCS (From other libraries III-SRC	2	134	0	136
SRCS (SRCSW) Wheatfield	3	7	30	40
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	4	5	2	11
YA Biography (YAB)	3	0	1	4
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	96	83	119	298
YA Music CD (YACD)	0	11	0	11
YA Nonfiction (YANF)	7	3	5	15

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	473	159	50	682
Games/Puzzles	74	77	0	151
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7734	8335	5344	21413

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1890	1338	748	3976
Nonfiction	491	612	250	1353
CHILDREN'S BOOKS				
Fiction	1499	1180	1198	3877
Nonfiction	362	256	207	825
YA BOOKS				
Fiction	172	181	164	517
Nonfiction	10	3	6	19
Magazines, Adult	456	317	204	977
Magazines, Children	6	19	18	43
Sound Recordings, adult	326	343	212	881
Sound Recordings, ch	94	43	25	162
Online databases	0	0	0	0
Software	0	6	0	6
SRCS	65	147	32	244
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1774	3024	1981	6779
Equipment	47	60	42	149
Total	7192	7530	5087	19809
A-V Circulation	2194	3416	2218	7828
A-V Circulation as % of total	30.5%	45.4%	43.6%	39.5%

CIRCULATION STATISTICS

May 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Total Circ.
ADULT BOOKS										
Fiction	155	0	**1,890**	87	327	**1,338**	113	1	**748**	**3,976**
Nonfiction	63	6	**491**	98	5	**612**	48	427	**250**	**1,353**
CHILDREN'S BKS										
Fiction	46	338	**1,499**	57	0	**1,180**	58	0	**1,198**	**3,877**
Nonfiction	27	7	**362**	22	0	**256**	29	0	**207**	**825**
YA BOOKS										
Fiction	18	0	**172**	31	0	**181**	16	14	**164**	**517**
Nonfiction	0	0	**10**	0	0	**3**	0	0	**6**	**19**
Magazines,Adult			**456**			**317**			**204**	**977**
Magazines, Child			**6**			**19**			**18**	**43**
Games, Toys										**0**
Sound Rec/Adult	39	1	**326**	29	2	**343**	25	7	**212**	**881**
Sound Rec/Child	7	0	**94**	14	1	**43**	4	1	**25**	**162**
Online Databases		0	**0**	0	0	**0**	0	0	**0**	**0**
Software		0	**0**	0	0	**6**	0	0	**0**	**6**
SRCS		0	**65**	0	0	**147**	0	0	**32**	**244**
Vertical Files			**0**	0	0	**1**	0	0	**0**	**1**
DVD/BluRay	127	2	**1,774**	141	186	**3,024**	34	1	**1,981**	**6,779**
Equipment	0		**47**			**60**			**42**	**149**
TOTAL	482	354	**7,192**	479	521	**7,530**	327	451	**5,087**	**19,809**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,508	73,924	60,399
Circulation Increase/Decrease	**-3.9%**	**-15.6%**	**-10.4%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	22,074	19,809	-10.3%
Jan. to date circulation	107,338	104,030	-3.1%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
22,574	22,729	15,730	15,490	16,338	16,450	**Fiction**
18,986	19,043	18,703	18,796	9,645	9,266	**Nonfiction**
						CHILDREN'S BKS
16,819	16,527	13,591	13,648	12,881	12,939	**Fiction**
9,151	9,171	6,212	6,234	6,810	6,839	**Nonfiction**
						YA BOOKS
2,468	2,486	3,352	3,383	3,139	3,141	**Fiction**
636	636	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
					0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,967	4,005	353	380	4,462	4,480	**Sound Rec/Adult**
725	732	4,436	4,449	885	888	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,601	6,726	10,402	10,357	6,032	6,065	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,380	82,508	73,966	73,924	60,523	60,399	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

May 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	280	61	166	36	347	75	793	172
LOCAL HISTORY								
In person	2	1	5	1	0	0	7	2
Letters written	1	1	10	10	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	468	20	728	30	257	11	1453	61
Internet use-Wireless	2108		2232		744		5084	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	13	2	0	0	15	2
Public FAX24	45		24		39		108	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	7	2	28	9	6	2	41	14
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	27		5		0		32	
Outreach activities	58	58	5	3	0	0	63	42
Notarized documents	12	3	20	5	6	2	38	10
Meeting Room Use (no. of grou	53	18	59	20	37	12	149	50
Study room use	63	5	45	4	33	3	141	12
Proctoring	12	6	1	1	1	1	14	7
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1904	
IN-HOUSE USE ITEMS	1001		23		111		1135	
SELF-CHECKOUT USE	155		539		209		903	
INTERLIBRARY LOANS								
Requests made for:							298	75
Items rec'd for:							238	119
Items requested by other librarie							94	
Items supplied to other libraries							87	44

REGISTRATIONS

Total Borrowers	7640	12031	4899	24570
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	293	490	124	907
Number of New Patrons Added	29	38	23	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	12	72	20	120	16	96	48	288
Number attending	1051		930		1153		3134	
YA Programs (14-17)	1	6	0	0	2	12	3	18
Number attending	25		4		262		291	
Adult Programs	8	48	5	30	1	6	14	84
Number attending	191		153		112		456	
Senior Citizen Programs	9	54	4	24	4	24	17	102
Number attending	43		47		59		149	
Total Number of Programs	**31**	186	**31**	186	**23**	138	**85**	510
Total Persons Attending	**1310**		**1134**		**1586**		**4030**	
Total Attending Same Month Last Yr.	1061		1210		1364		3635	
Total Staff Hours Spent		360		307		243	910	1128
Total Number of In-House Prograr	**22**		**25**		**15**		**62**	
Total Attendance	**916**		**284**		**368**		**1568**	
Total Number of Outreach Prograi	**9**		**6**		**8**		**23**	
Total Attendance	**394**		**850**		**1218**		**2462**	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3503	48.2%	5515	72.9%	3558	70.0%	12576	63.2%
Corporate	20	0.3%	13	0.2%	0	0.0%	33	0.2%
Juvenile 0-11	124	1.7%	122	1.6%	8	0.2%	254	1.3%
Juvenile-AV	607	8.4%	668	8.8%	629	12.4%	1904	9.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	212	2.9%	256	3.4%	71	1.4%	539	2.7%
Reciprocal Juvenile	5	0.1%	0	0.0%	0	0.0%	5	0.0%
Reciprocal Juvenile AV	117	1.6%	8	0.1%	14	0.3%	139	0.7%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	4	0.1%	15	0.2%	13	0.3%	32	0.2%
School	0	0.0%	22	0.3%	0	0.0%	22	0.1%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	77	1.0%	0	0.0%	77	0.4%
Staff	2382	32.8%	628	8.3%	594	11.7%	3604	18.1%
Walking books	91	1.3%	124	1.6%	34	0.7%	249	1.3%
YA 12-17	13	0.2%	3	0.0%	0	0.0%	16	2.3%
YA-AV	186	2.6%	110	1.5%	159	3.1%	455	2.3%
Total	7264		7568		5080		19912	
All items borrowed by nonresidents	338	4.7%	308	4.1%	98	1.9%	744	3.7%

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use ~~workstations~~ computers provide access to the ~~I~~internet, digital information, online catalog and Microsoft Office software.

The ~~I~~internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the ~~I~~internet. JCPL has no control over material residing on the ~~I~~internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

To access the internet via a library computer, users must register for a multi-use workstation with their own library card or a guest pass.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the ~~I~~internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the ~~I~~internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the ~~I~~internet or view materials on the ~~I~~internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible ~~I~~internet users. Even though an ~~I~~internet filter is active on library-owned ~~I~~internet computers ~~workstations~~, parents should realize a filter is only partially effective and monitor their children's use of the ~~I~~internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy, the Library highly recommends that parents visit safekids.com for information on children and online safety. ~~read Keeping Kids Safer on the Internet, a publication available on the Internet~~. The library strongly recommends that parents use the ~~I~~internet access services provided by the library with their children and that the parents provide appropriate supervision. **A signed permission slip is required for children who will use the internet independently. A signed permission slip is not required for children who are seated at an internet computer with their parent/guardian.**

Online catalog computers give access through the ~~I~~internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the ~~I~~internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless ~~I~~internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy. Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their devices ~~computers~~.**

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the ~~I~~internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the ~~I~~internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include, but are not limited to:

    - use of the ~~I~~internet for illegal purposes
    - use of the ~~I~~internet to send or display sexually explicit or sexually suggestive materials
    - use of the ~~I~~internet to send unsolicited commercial material or spam
    - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
    - activities that could interfere with or disrupt computer users, services, or equipment

2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the ~~I~~internet should be assumed to be private property.

3. Because the library receives Federal funding for our ~~I~~internet ~~A~~access, Federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with ~~I~~internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having

Malicious Downloads, Malicious Sites, Spyware/Adware/Keyloggers.

4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the Internet by both patrons and staff may be monitored.

6. The Library reserves the right to limit the amount of time users may spend online.

7. In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

8. Jasper County Public Library wireless Internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment. Employees are encouraged to establish and use a non-work email address for personal correspondence.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; revised 6/18

Director's Report
May 2018

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review in June – Study Room Use, Social Media, & Internet Use & Safety. No revisions are recommended for Study Room Use or Social Media. Revisions are recommended for Internet Use & Safety. Please see R 10.The word, internet, is now written with a lower case 'i'. It is no longer capitalized (unless used in a title). We have changed 'workstations' to 'computers' (staff preference). We have added language to better explain how parents must provide permission for their children to use the internet. We have had some difficult conversations with a parent recently who was challenging our requirements. We thought additional wording might help the situation. We also added wording about internet users using their own card or a guest pass as we had some users who were using someone else's card. Hopefully this additional wording will help us navigate those waters more effectively. We have also changed the reference to materials available online for parents who wish to learn about online safety and children. In the section about parents using their own equipment we have changed 'computers' to 'devices' to better reflect patron activity. In the section regarding internet use for employees we have added 'employees are encouraged to establish and use a non-work email address for personal correspondence'. We do allow them to use their work email personally, this is not prohibited, nor do we wish to prohibit, but we would like to encourage staff to get their own account so that our resources are not strained or drained (namely storage). We don't have a major problem with this yet, but taking a gentle approach with staff seems proactive and is preferred. **If you approve the Consent Agenda Items you will approve revisions to the Internet Use and Safety Policy as presented.**

Workshop Request: I am requesting permission to send two staff members to Librarians Day at the Federation of Genealogical Societies Conference to be held at Allen County Public Library which houses one of the largest genealogical research collections available with records from around the world. Cost to attend this one day workshop on August 21 is $10 per participant and lunch is included. The 2018 Librarians' Day theme is "How to Stay Relevant in a Technology World." Training topics include: "When Books and Bytes Aren't Enough," by Amy Johnson Crow, MLIS, CG, Genealogy Educator; "Not Much We Won't Do: Outreach, Processing, and Added Content in the FCPL Maryland Room," by Mary K.Mannix, Maryland Room Manager, C. Burr Artz Public Library, Frederick County (MD) Public Libraries; "Hit Me With Your Best Shot!", a panel discussion

of the latest trends, challenges, and opportunities in the genealogy space; and tour opportunities - The Genealogy Center Operations, The Lincoln Collection of the Allen County Public Library, and The Family Search Book Scanning Center. **If you approve the Consent Agenda Items you will approve sending two staff members to Librarians Day at the Federation of Genealogical Societies Conference on August 21.**

Digitizing Yearbooks**:** We have a digitized yearbook collection that is very popular with patrons. In the past you have given staff permission to send yearbooks to Oklahoma Correctional Industries (OCI) which offers free digitization to public and school libraries around the nation. We shipped our yearbooks to OCI who scanned them and returned them to us in the same condition that they were sent. We received a set of DVDs containing the digital images of each yearbook which allowed us to provide patron access to this digital content. We would like to add to our digitized collection and send the following yearbooks to OCI for digitization: Covenant Christian Knights: 2016 & 2017; Kougar Pride: 2011, 2012, 2013, 2014, 2015, & 2016; Tefft High School 1959 & 1960; and Rensselaer Chaos 2017. Board permission is required to send these yearbooks to OCI. Additionally, because we do plan to add to this collection as yearbooks become available to us, we would like to request blanket permission to send yearbooks to OCI as the opportunity presents itself in the future. **If you approve the Consent Agenda Items you will approve our sending these and future yearbooks to OCI for digitization.**

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 11, 2018 in DeMotte's Spencer Park. A 5K Run begins at 8 am at the corner of the library and ends at the corner of the library. The grounds and all the parking areas are used for runners, spectators, food for runners, and awards. A parade is scheduled in the morning. Managing Librarian, Debbie, recommends being closed on festival day due to congestion around the library and struggles of getting to the library. The restrooms will be open for public use. The Friends of the Library will hold a book sale in the library meeting room, and one staff member will remain at the library all day, even with the library being closed to the public. Board approval is needed to close the DeMotte Library on August 11, 2018. **If you approve the Consent Agenda Items you will approve our closing DeMotte Library on August 11, 2018.**

General Business:

Asbestos Report: We have received our Asbestos Inspection and Testing Report for our three houses in DeMotte. Matt Keiser of Abonmarche (or his associate) will attend our Monday meeting to present the report.

Quotes – Asbestos Removal: M. Keiser or his associate of Abonmarche will present quotes in regard to asbestos removal.

Proposed Time Table for Asbestos Removal and Demolition: M. Keiser or his associate of Abonmarche will present a proposed time table for asbestos removal and demolition of our three houses.

Permission to Seek Quotes for Demolition: M. Keiser will explain the process for seeking quotes for demolition. Board approval is required to seek quotes for demolition.

2019 Budget Committee: We will meet with our DLGF Field Rep on July 25 to review budget paperwork. This means that we will need to meet with the Budget Committee July 24 or thereabouts to review budget recommendations. Committee members include: Janet Umlauf, chair; Mark Heinig, and Kristie Housman. We will establish a more specific date and time for this meeting as we get closer to the date.

Director's Report:

We received our advance tax draw as expected.

Long Range Plan/Technology Plan Update: Since our last update we have completed the following: Goal 1 **JCPL is a welcoming community hub:** we retrofitted our outside lights for LED at all locations; added a new train table in clubhouse at Wheatfield (donation); replaced wireless power-over-Ethernet cables with gigabit network switches; installed UPS for network equipment at DeMotte Library; various work on network configuration and back-ups; replaced old pcs with new pcs; re-evaluated bandwidth needs; installed bottle fillers on drinking fountains at two library locations; added hotspots; Goal 2 **JCPL is a collaborative community partner:** attended Library Day at the Statehouse; attended Jasper County Leadership Classes; spoke with superintendent of KVSC and staff at WorkOne about collaborating on a few projects; attended various community meetings and counterpart meetings and roundtables with regional libraries; researched Indiana State Library VINE database and possible addition of JCPL local history records; hosted Jasper County Bison; various outreach programs at local schools, CDC, Jasper County Youth Center, care centers, and historical society; met with Community Relations Specialist at CDC to discuss potential for collaboration. Goal 3 **JCPL increases awareness of its services and collections:** promoted the library via radio spots during National Library Week; ran a Teacher Appreciation ad in the local newspapers in their special advertising section for Teacher Appreciation Week; boosted several programs on Facebook (Kankakee Sands, Jeff Huxford, & Combat Coffee); promoted Summer Reading through school visits, social media, and press releases; sponsored a Get Caught Reading program; registered for booth space at the Jasper County Fair. Goal 4 **JCPL engages its community in lifelong learning:** offered programs on Lyme Disease and Allergies, yoga, STEAM & STEM, trivia and string art, to name a few; created many new self-service documents in Aargh!

(for staff continuing education); attended various workshops and conferences on a variety of topics; viewed various webinars; proctored many exams.

Digital Access Cards for the next school year have been ordered. Rayann, Donna, and I collaborated on Staff Handbook Revisions. Rayann and I viewed an On Local Government Finance Webinar presented by Larry DeBoer: Shedding Light on LIT: Indiana's Local Income Taxes. Outside lighting retrofit continues.

System Administrator News

Several pcs were replaced with new. Configuration of DeMotte's new network switch for VLAN was completed. A VLAN allows wireless and library computers to be plugged into the same switch, yet keep the traffic on each hidden from the other. Hotspot testing continues with ZTE hotspots being tested at each branch and new Franklin R910 hotspot being tested at Wheatfield. Setting up Exchange Email Archiving continues. Other network/engineering projects are in the works.

Technical Services News

Becky reports, "Because of some chat on the TLC list serve, I ran the report to check Borrowers with Fine History OFF. We had a few patrons with it turned OFF (yikes!) so I called TLC to ensure that new records have the fine history defaulted to ON. TLC is still looking into problems with the holds queue. I changed some magazines from monthly to quarterly and added branches to some pre-existing records. Rachel asked me to change some of the wording on the SRCS book strap."

DeMotte Library News

Debbie reports, "The DeMotte Library was full of music during our First Friday Concert. The Huber Family – consisting of 11 children ranging in age from infant to 19 years- all played the violins for patrons to enjoy. Many people came to hear them play their violins or stopped to listen when using the library – we had 79 people in attendance. The DeMotte Elementary students walked over from the school during their library time to hear our presentation on summer reading, see the grand prizes, and see where books are for their reading levels. They were very successful visits with kids getting excited for summer reading. There were lots of great questions pertaining to summer reading and the library in general. Shannon also visited the KV Middle School to talk to the 6th graders about summer reading. The students were enthusiastic about the reading program and volunteering at the library. After the presentation, we played a combination of Pictionary and Charades, which the students thoroughly enjoyed. The Jasper County Leadership class ended this month. It was a very worthwhile class. I have looked forward to each learning opportunity and will miss it now that it is complete. I will put into practice many things I learned, and I will continue to pursue partnerships with the various Jasper County members I have met."

Rensselaer Library News

Linda reports, "Dan is painting the posts in the main part of the library. The Friends of the Rensselaer Library has received their official notification that they are a tax exempt body."

Janice reports, "May was busy with programs and preparation for summer reading. The kids are really enjoying the STEAM workshop, we have been exploring building and coding with Lego 2.0. YU-GI-OH has been very well attended. The CDC clients really enjoyed building with the Lego blocks. Our school visits went well and Lego night was well attended. We are looking forward to all the fun summer reading activities we have planned."

Wheatfield Library News

Nanette, Wheatfield Library Assistant, shares that she "had a nice conversation with a patron about The Great American Read promotion being discussed on PBS. He had checked out a couple of the books from the list and we were discussing them and others, having seen the program on TV. We have that list copied and out for distribution to our patrons. ☺ We also have some of these titles on display on shelving at the front desk and available for check out to our patrons, a nice little reader's advisory tool to get those titles moving and having talks about the programs on PBS."

Evie reports, "Youth services (Rachael and Nikki) were very busy in May! The month started with "Children's Book Week," during which they held a drawing for a Barnes and Noble gift card as well as daily programs Monday through Thursday, including Maker Monday (April 30), After School Program, Lego Program, and Bingo. Rachael also held four Lapsit sessions, a book talk for Kindergarten and 1st graders, a Mother's Day Story Time, and Nikki hosted her monthly YA book club. Rachael also visited Head Start, all of the Wheatfield Elementary classes the week of May 14-18 and the KV Intermediate School on the 24th, and Nikki spoke with the 7th grade classes on May 21 and 29, all to promote upcoming Summer Reading programs. In between programs and visits, they both continued in preparations by shopping for books and prizes, creating/printing reading logs and papers explaining the program."

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
May 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$195,203.41**	$947,116.74	**$626,637.76**	$878,364.22	**$673,359.82**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$1,675.24	$5,720.23	$2,189.97	$12,649.10	**$22,453.91**
DeMotte	$4,601.74	**$660.04**	$2,017.50	**$235.71**	$4,302.88	**$6,887.12**
Rensselaer	$7,026.80	**$540.84**	$2,679.94	**$401.00**	$6,380.96	**$10,727.82**
Wheatfield	$3,896.50	**$474.36**	$1,022.79	**$1,553.26**	$1,965.26	**$4,838.97**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$19.67**	$97.06	**$231,632.76**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$25,864.48**	$25,864.48	**($47,554.18)**
Rainy Day Fund Includes Investments of: **$2,026,596.72**	$2,366,108.41	**$8,232.00**	$8,982.00	**$3,048.95**	$13,085.41	**$2,370,211.82**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$9,637.50	**$0.00**	$20,036.75	**$10,399.25**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$26.94**	$125.10	**$145.34**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,015.77**	$36,085.92	**$7,015.77**	$36,085.92	**$0.00**
FICA Tax Collected	$0.00	**$7,960.44**	$39,205.72	**$7,960.44**	$39,205.72	**$0.00**
State Tax Collected	$3,450.69	**$3,506.86**	$17,638.87	**$3,617.57**	$17,805.70	**$3,617.52**
County Tax Collected	$2,657.58	**$2,710.13**	$13,634.36	**$2,810.85**	$13,787.68	**$2,810.90**
Deferred Comp.	$0.00	**$2,490.00**	$12,350.00	**$2,490.00**	$12,350.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$18,611.18	**$3,722.92**	$18,614.60	**$3.42**
Employee Life Insur.	$0.00	**$180.63**	$913.15	**$180.62**	$913.10	**($0.05)**
Employee INPRS	$0.00	**$3,241.62**	$16,095.45	**$3,241.62**	$16,095.45	**$0.00**
Garnishments	$0.00	**$160.34**	$801.70	**$160.34**	$801.70	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$238,026.87**	**$1,290,435.73**	**$688,987.90**	**$1,105,881.99**	**$3,267,350.51**

Bank Balances

Jasper County Public Library

Report as of: **5/31/2018**

	Bank	
1	Alliance Bank	$1,240,483.79
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,026,596.72
	Total all banks =	**$3,267,350.51**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$12,937.98**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **5/1/2018** *To* **5/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$31,127.20	$43,877.80	58.5
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$94,046.02	$462,867.55	$663,843.45	58.9
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,173.57	$35,776.34	$56,703.66	61.3
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,960.44	$39,205.72	$59,800.28	60.4
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$1,843.11	$2,679.89	59.3
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,538.24	$47,150.94	$67,051.06	58.7
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,666.18	$58,329.05	$88,377.95	60.2
Subtotal	*$1,658,634.00*		$1,658,634.00	$136,634.85	$676,299.91	$982,334.09	59.2
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$538.47	$2,773.03	$5,726.97	67.4
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$309.25	$2,345.33	$4,154.67	63.9
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$298.41	$2,173.85	$4,826.15	68.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$2.99	$35.27	$964.73	96.5
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$78.40	$186.32	$213.68	53.4
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$31.98	$129.20	$870.80	87.1
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$1,024.21	$5,059.65	$12,590.35	71.3
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$43,750.00*		$43,750.00	$2,283.71	$12,786.86	$30,963.14	70.8
3. Other Services and Charge							

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$240.00	$1,110.00	$7,390.00	86.9
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$150.00	$628.73	$16,171.27	96.3
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$1,680.00	$25,150.00	93.7
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$21,500.00	$100.00	0.5
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$248.01	$1,250.80	$5,249.20	80.8
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$65.33	$65.33	$2,934.67	97.8
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,738.47	$7,056.00	$12,944.00	64.7
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$2,645.70	$7,425.38	$3,574.62	32.5
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$128.97	$463.51	$1,536.49	76.8
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$1,259.64	$5,929.99	$71,170.01	92.3
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$18.14	$195.55	$404.45	67.4
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$768.16	$1,946.97	($146.97)	-8.2
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$14,007.00	$17,895.00	$11,105.00	38.3
3.51	GAS	$45,000.00	$0.00	$45,000.00	$1,128.64	$8,207.23	$36,792.77	81.8
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$7,516.82	$36,152.05	$63,847.95	63.8
3.53	WATER	$4,000.00	$0.00	$4,000.00	$277.75	$1,318.90	$2,681.10	67.0
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$623.75	$3,186.94	$4,813.06	60.2
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,645.61	$15,092.75	$103,177.25	87.2
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$206.75	$93.25	31.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$32.00	$285.00	$1,915.00	87.0
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$3,974.87	$47,514.68	$90,707.32	65.6
	Subtotal	*$707,012.00*		$707,012.00	$38,480.81	$181,848.76	$525,163.24	74.3
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$823.95	$1,186.98	$79,963.02	98.5
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$11,569.93	$46,556.02	$113,443.98	70.9
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$139.00	$7,336.78	$17,663.22	70.7
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,271.16	$21,101.43	$38,898.57	64.8
	Subtotal	*$326,312.00*		$326,312.00	$17,804.04	$76,181.21	$250,130.79	76.7
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$195,203.41	$947,116.74	$1,788,591.26	65.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **5/1/2018** ***To*** **5/31/2018**

I-3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$0.00	$750.00	$19,250.00	96.3
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$7,100.00	$7,100.00	$57,900.00	89.1
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$1,132.00	$1,132.00	$107,141.00	99.0
Subtotal	*$193,273.00*		$193,273.00	$8,232.00	$8,982.00	$184,291.00	95.4
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$8,232.00	$8,982.00	$259,291.00	96.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **5/1/2018** ***To*** **5/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$9,637.50	($9,637.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$9,637.50	($9,637.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$9,637.50	($9,637.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From **5/1/2018** *To* **5/31/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	304	PAYROLL	5/10/2018	PAYROLL	$53,882.59
0	305	CHRISTINA SANDERS	5/10/2018	Courier Mileage 4/16 - 4/30/18 (Conf. #666)	$371.69
0	306	GREAT-WEST RETIREMENT S	5/10/2018	Annuity Contributions withheld 5/10/18 Payroll (conf# 669)	$1,245.00
0	307	INDIANA CHILD SUPPORT BU	5/10/2018	Child Support Garnishment: Andrea Prescaro 5/10/2018 Payroll (Payment #1890320180508151300)	$80.17
0	308	INPRS fbo PERF	5/10/2018	INPRS Contributions 5/10/18 Payroll	$6,406.88
0	309	INDIANA DEPARTMENT OF RE	5/10/2018	State & County Taxes withheld April 2018 Payrolls (Ref. #84050)	$6,216.99
0	310	IRS USA TAXPAYMENT	5/10/2018	Federal Withholding, Medicare, & FICA withheld 5/10/18 Payroll & Ins. (Acknowledgement #23704097)	$11,511.39
0	311	TOWN OF DEMOTTE	5/10/2018	DeM: Water & Sewer Service- April 2018 (Conf. #667)	$168.10
0	312	TOWN OF WHEATFIELD	5/10/2018	Wh: Sewer Service- May 2018 (Conf# 668)	$56.65
36139	313	4IMPRINT, INC.	5/14/2018	Square Pencil Sharperners, Matte Grip Pens	$708.35
36140	314	AARON'S LAWN CARE	5/14/2018	Mowing & edging, DeM, Rens, & WH: spring cleanup	$975.00
36141	315	ABONMARCHE	5/14/2018	Boundary and Topograhic Surve, Demolition Plans & Specifications	$7,100.00
36142	316	ACE HARDWARE	5/14/2018	Maintenance supplies	$66.53
36143	317	AMERICAN LIBRARY ASSOCIA	5/14/2018	The Incredibles Kit	$131.00
36144	318	ANDREA PRESCARO	5/14/2018	Mileage 1/3/18-4/11/18: Walking Books	$16.90
0	319	ALLIANCE BANK	5/14/2018	Direct Deposit Fees - April 2018	$36.60
36145	320	ANTHEM BLUE CROSS BLUE	5/14/2018	Health Ins. Premiums- April 2018	$13,963.67
36146	321	ANTHEM LIFE	5/14/2018	Life Ins. Premiums- May 2018	$99.54
36147	322	BLUETARP FINANCIAL, INC	5/14/2018	paint supplies	$43.85
36148	323	BROAD REACH	5/14/2018	Books	$423.25
36149	324	CARDINAL OFFICE PRODUCT	5/14/2018	DeMotte Staff Copier Maintenance 1/21/18-4/21/18	$747.77
36150	325	CENTURYLINK	5/14/2018	Long distance phone service- April 2018	$21.90
36151	326	COMMONWEALTH TECHNOLO	5/14/2018	Rens: staff copier quarterly service agreement; Wh: staff copier quarterly service agreement	$930.87
36152	327	CONSOLIDATED INSURANCE	5/14/2018	Semi-annual premium for building insurance; annual premium for workman's comp,, Vacancy permits	$14,007.00
36153	328	CULLIGAN WATER CONDITIO	5/14/2018	Wh: Water Cooler Rental- May 2018, 5-gallon drinking water- 6	$57.45
36154	329	DEBORAH KRISTOFF	5/14/2018	Mileage 3/14 - 4/15/18	$204.92
36155	330	DELTA DENTAL	5/14/2018	Dental Ins. Premiums- ay 2018	$577.98
36156	331	DEMCO	5/14/2018	Library supplies	$928.95
36157	332	ENA SERVICES LLC	5/14/2018	Internet Service- April 2018	$1,927.50
36158	333	FINDAWAY WORLD, LLC	5/14/2018	Power adapter for Playaway View	$19.69
36159	334	HP Products	5/14/2018	Janitorial supplies	$142.06
36160	335	ICC BUSINESS PRODUCTS	5/14/2018	Ink Cartridges for Renee's Home Printer	$143.13
36161	336	INDIANA CHAMBER OF COMM	5/14/2018	State & Federal laminated employment poster sets	$155.95
36162	337	INDIANA GROCERY GROUP, L	5/14/2018	Mgmt Meeting expenses	$43.56
36163	338	INDIANA WASTE SERVICE	5/14/2018	DeM: Trash pick-up May 2018	$91.55
36164	339	KIM DELGER	5/14/2018	Mileage 3/29-4/26/18, Circulation Counterparts Meeting	$52.02
36165	340	KIMBERLY HUNTER	5/14/2018	4/26: Counterparts Meeting	$15.39
36166	341	LINDA POORTENGA	5/14/2018	Mileage 4/4-4/20/18: Counterparts, B2B meeting	$65.95
36167	342	NIPSCO	5/14/2018	Dem & WH:Gas & electric service 3/29 - 5/1/18	$5,622.80
36168	343	NITCO	5/14/2018	DeM: Local Phone & Fax Service- May 2018	$168.40
36169	344	OLLIS BOOK CORPORATION	5/14/2018	Books	$597.39

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36170	345	PATTY EENIGENBURG	5/14/2018	Mileage 3/7 - 4/18/18, Techie has left the Building Meeting	$139.64
36171	346	PATTY STRINGFELLOW	5/14/2018	Mileage 3/28 - 4/9/18	$52.32
36172	347	PRECISION CONTROL SYSTE	5/14/2018	2nd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2018)	$2,162.00
36173	348	RENSSELAER REPUBLICAN	5/14/2018	DeM: Newspaper subscription Acct# 0038530	$139.00
36174	349	RENSSELAER ROTARY CLUB	5/14/2018	March & April 2018 dues & meals	$53.00
36175	350	REPUBLIC SERVICES #715	5/14/2018	Wh: Trash Service-May 2018	$119.85
36176	351	ROEING CORPORATION	5/14/2018	USB Charging Cable, Ultra Compact Travel Charger with Foldable Plug	$124.95
36177	352	SHOPKO STORES OPERATIN	5/14/2018	Summer Reading Prizes	$61.75
36178	353	SHANNON HELDAK	5/14/2018	Mileage 4/7-5/3/18	$69.76
36179	354	SHEILA MAXWELL	5/14/2018	Mileage: 1/18-4-19/18; CIL conference expenses	$268.43
36180	355	SMITH FARM STORE	5/14/2018	Mulch & Twine	$137.54
36181	356	TRUGREEN PROCESSING CE	5/14/2018	Dem & Wh: Lawn fertilization	$136.00
36182	357	ULINE	5/14/2018	Strap Tape	$80.32
36183	358	UNIQUE MANAGEMENT SERVI	5/14/2018	Collections: Initial/Secondary Placements- April 2018	$80.55
36184	359	WAL-MART COMMUNITY/SYN	5/14/2018	library supplies	$226.97
36185	360	ZIESE PLUMBING, HEATING, &	5/14/2018	Rens: Turn on outside water hydrants east & west side only, install water cooler bottle filler and filter	$437.00
36186	361	ABLE PAPER & JANITORIAL S	5/14/2018	Vacuum, vacuum bags	$723.95
36187	362	BAKER & TAYLOR	5/14/2018	Books, Continuations, AV, Auto. Yours	$11,673.55
36188	363	BAKER & TAYLOR ENTERTAIN	5/14/2018	DVDs, CDs	$3,985.05
36189	364	BROWN'S GARDEN & FLORAL	5/14/2018	Rens: Ash Tree Treatment	$263.70
36190	365	BUSINESS CARD	5/14/2018	Facebook Ads, CIL conference, Summer Reading Prizes, ARSL Conference, Books to Bridges Meeting, Branch Counterparts Meeting, Program Supplies, Postage, Book Week Prizes	$2,846.94
36191	366	CENTURYLINK	5/14/2018	WH: Local Phone Service May 2018	$57.71
36192	367	DAVID MYERS/DJM BEATS	5/14/2018	Summer Reading Program Presenter	$150.00
36193	368	DONNA BARKO	5/14/2018	Mileage 4/10-5/7/18	$32.32
36194	369	JANWAY COMPANY USA, INC.	5/14/2018	Summer Reading Prizes: Cell Phone Wallets	$235.00
36195	370	JASPER COUNTY FAIR ASSO	5/14/2018	Jasper County Fair Commercial Booth	$215.00
36196	371	KEVIN J. MANNING	5/14/2018	Summer Reading Program Presenter	$450.00
36197	372	KROGER GARDIS & REGAS, L	5/14/2018	Legal Assistance: Personnel Matters, FMLA	$240.00
36198	373	MARLENE BEEDLE	5/14/2018	Mileage 4/30/18: Digitization meeting	$23.98
36199	374	MIDWEST TAPE	5/14/2018	Audiobook sleeves, DVDs	$630.97
36200	375	NORTHWEST GEOTHERMAL I	5/14/2018	Dem: Electrical & Lighting- LED retrofit outdoor lights	$1,132.00
36201	376	OFFICE DEPOT	5/14/2018	Highlighters, Sharpies Paper Clips, Soap Refill, Lysool, Laminator Pouches, 3 hole Punch, Copy Paper, Golf Pencils, Legal Pads, Bandages, Wiggle Eyes, Red & Green Construction Paper, Kleenex, Magic Tape	$472.73
36202	377	PRECISION CONTROL SYSTE	5/14/2018	DEM: Parts & Labor to repair Boiler/Furnace	$1,513.06
36203	378	QUILL CORPORATION	5/14/2018	Cleaning supplies, office supplies	$178.32
36204	379	RAYANN GILMORE	5/14/2018	Rens. Petty Cash: postage	$44.03
36205	380	RACHEL KUHN	5/14/2018	Mileage 5/11/18: Discovery to Delivery Conference	$112.82
36206	381	VISION SERVICE PLAN	5/14/2018	Vision Ins. Premiums- May 2018	$226.67
0	382	PAYROLL	5/25/2018	PAYROLL	$53,587.40
0	383	AFLAC	5/25/2018	Supplemental Insurance May 2018 (Conf #670)	$701.88
0	384	CHRISTINA SANDERS	5/25/2018	Courier Mileage 5/1 - 5/15/18 (Conf. #671)	$371.69
0	385	CITY OF RENSSELAER	5/25/2018	RENS: Utilities 4/09/18-5/8/2018 (Conf. #672)	$3,442.51
0	386	GREAT-WEST RETIREMENT S	5/25/2018	Annuity Contributions withheld 5/25/18 Payroll (conf# 674)	$1,245.00
0	387	INDIANA CHILD SUPPORT BU	5/25/2018	Child Support Garnishment: Andrea Prescaro 5/25/2018 Payroll (Payment #1890320180523160904)	$80.17
0	388	INPRS fbo PERF	5/25/2018	INPRS Contributions 5/25/18 Payroll	$6,372.98

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	389	IRS USA TAXPAYMENT	5/25/2018	Federal Withholding, Medicare, & FICA withheld 5/25/18 Payroll & Ins. (Acknowledgement #92583874)	$11,425.26
0	390	SPRINT	5/25/2018	Hotspot Data Service April 12, 2018 - May 11, 2018 (Conf #673)	$1,259.64
0	391	SQUARE, INC	5/31/2018	Merchant Processing Fees- May 2018	$17.08

Total Amount of Claims **$238,026.87**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, June 06, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$238,026.87**

Date this 11th **day of** June **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FSA

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,390.03	$13,492.41
DeMotte	$883.07	$4,030.18		
Rensselaer	$917.51	$5,952.57		
Wheatfield	$589.45	$3,509.66		
PHOTOCOPIES:			$1,007.77	$4,816.53
DeMotte	$338.20	$1,795.20		
Rensselaer	$525.07	$2,125.83		
Wheatfield	$144.50	$895.50		
INTEREST (Checking, Repurchase, CDs):			$38.09	$200.05
TAXES:			$623,048.06	$858,216.74
Property Tax	$474,738.14	$474,738.14		
LOIT	$89,517.75	$89,517.75		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$293,960.85		
TAXABLE SALES:-			$3.81	$38.30
REFUNDS:			$150.00	$1,600.19
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$1,350.00		
Reimbursement	$0.00	$217.45		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$626,637.76**	**$878,364.22**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,189.97	$12,649.10
DeMotte	$235.71	$4,302.88		
Rensselaer	$401.00	$6,380.96		
Wheatfield	$1,553.26	$1,965.26		
LIB. IMPROV. RESERVE FUND:			$19.67	$97.06
Interest Earned	$19.67	$97.06		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$25,864.48	$25,864.48
Property Tax	$25,864.48	$25,864.48		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,048.95	$13,085.41
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,048.95	$13,085.41		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:-			$0.00	$0.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$26.94	$125.10
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$657,787.77**	**$950,222.12**

F5b

WITHHOLDING ACCOUNT FUNDS:			$31,200.13	$155,659.87
FIT Tax Collected	$7,015.77	$36,085.92		
FICA Collected	$7,960.44	$39,205.72		
State Tax Collected	$3,617.57	$17,805.70		
County Tax Collected	$2,810.85	$13,787.68		
Deferred Comp Plan	$2,490.00	$12,350.00		
Pre-tax Insurance Plans	$3,722.92	$18,614.60		
Life Insurance	$180.62	$913.10		
INPRS	$3,241.62	$16,095.45		
Garnishments	$160.34	$801.70		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			**$688,987.90**	**$1,105,881.99**

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Voucher List

Jasper County Public Library

Report Date: From **6/1/2018** *To* **6/11/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	392	PAYROLL	6/8/2018	PAYROLL	$56,483.22
36207	393	AARON'S LAWN CARE	6/11/2018	Mowing & edging	$1,340.00
36208	394	ABONMARCHE CONSULTANT	6/11/2018	Demolition plans & specifications, asbestos subconsultant	$3,915.00
36209	395	ACE HARDWARE	6/11/2018	Maintenance supplies	$183.26
36210	396	ANTHEM BLUE CROSS BLUE	6/11/2018	Health Ins. Premiums- June 2018	$13,963.67
36211	397	ANTHEM LIFE	6/11/2018	Life Ins. Premiums- June 2018	$99.54
36212	398	BUSINESS CARD	6/11/2018	Library supplies, maintenance supplies, equipment, conference expenses, background check	$1,027.66
36213	399	CHRIS FASCIONE	6/11/2018	Summer Reading Program Presenter	$900.00
36214	400	CULLIGAN WATER CONDITIO	6/11/2018	Wh: Water Cooler Rental- June 2018	$11.95
36215	401	DELTA DENTAL	6/11/2018	Dental Ins. Premiums- June 2018	$577.98
36216	402	DEMCO	6/11/2018	Library supplies	$600.63
36217	403	DONNA BARKO	6/11/2018	Mileage 5/10-5/24/18	$28.72
36218	404	EDWARD P. DUMAS	6/11/2018	Legal Assistance: Building Demolition	$50.00
36219	405	ENA SERVICES LLC	6/11/2018	Internet Service- May 2018	$1,927.50
36220	406	GALE/CENGAGE LEARNING	6/11/2018	Legal Forms & Opposing Viewpoints database subscriptions 5/27/18-5/26/19	$4,070.53
36221	407	HAMSTRA BUILDERS, INC.	6/11/2018	HVAC repair	$333.00
36222	408	ICC BUSINESS PRODUCTS	6/11/2018	Office & library supplies	$94.73
36223	409	INDIANA GROCERY GROUP, L	6/11/2018	Program expenses	$37.93
36224	410	INDIANA STATE LIBRARY	6/11/2018	Conference registrations	$175.00
36225	411	INDIANA STATE LIBRARY	6/11/2018	Info Express Delivery Services, 2 days/week	$300.00
36226	412	KANKAKEE VALLEY PUBLISHI	6/11/2018	Teacher Appreciation ad	$30.00
36227	413	KAPCO	6/11/2018	Library supplies	$68.26
36228	414	KIM DELGER	6/11/2018	Mileage 5/24/18	$135.16
36229	415	LINDA POORTENGA	6/11/2018	Mileage 5/17-5/24/18	$120.45
36230	416	MAGAZINE SUBSCRIPTION SE	6/11/2018	Annual September - December Magazine Subscription Renewals	$5,010.83
36231	417	MIDWEST COLLABORATIVE F	6/11/2018	Database subscriptions	$5,064.41
36232	418	NICKOLE HACHLICA	6/11/2018	Mileage 5/21-5/29/18	$10.90
36233	419	NIMBO IP LLC	6/11/2018	Monthly Managed Service Fee	$815.00
36234	420	NIPSCO	6/11/2018	Gas & electric service	$5,768.26
36235	421	NITCO	6/11/2018	DeM: Local Phone & Fax Service- June 2018	$168.40
36236	422	NORTHWEST GEOTHERMAL I	6/11/2018	Wh: Electrical & Lighting- LED retrofit outdoor lights	$5,895.00
36237	423	PATTY STRINGFELLOW	6/11/2018	Mileage 5/11-5/16/18	$59.95
36238	424	PEGGY MICHELIN	6/11/2018	Mileage 3/20-6/5/18	$10.90
36239	425	PRECISION CONTROL SYSTE	6/11/2018	HVAC repair	$1,083.36
36240	426	QUALITY LOGO PRODUCTS, I	6/11/2018	Summer Reading Sports Packs	$755.28
36241	427	RACHAEL CAVINDER	6/11/2018	Mileage 1/11-6/4/18	$142.79
36242	428	RELIABLE EXTERMINATORS, I	6/11/2018	Rens: Exterior treatment	$152.00
36243	429	RENSSELAER LAUNDRY ROO	6/11/2018	Laundry	$24.00
36244	430	REPUBLIC SERVICES #715	6/11/2018	Wh: Trash Service-June 2018	$119.85
36245	431	SHANNON HELDAK	6/11/2018	Mileage 5/25-5/30/18	$13.63
36246	432	SHEILA MAXWELL	6/11/2018	Shipped headset back to HelloDirect for refund	$11.75
36247	433	STEVE BELLIVEAU	6/11/2018	Summer Reading Program Presenter	$750.00
36248	434	THE LIBRARY CORPORATION	6/11/2018	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2018- Aug. 2019; Reports Manager Renewal July 2018-June 2019: NCIP software renewal Jul 2018-Jun 2019	$29,989.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36249	435	TRUGREEN PROCESSING CE	6/11/2018	Ornamental Bed Weed Control, Lawn Fertilization	$416.70
36250	436	ULINE	6/11/2018	DVD cases	$265.28
36251	437	UNIQUE MANAGEMENT SERVI	6/11/2018	Collections: Initial/Secondary Placements- May 2018	$107.40
36252	438	WALL STREET JOURNAL	6/11/2018	Newspaper subscription Acct# 051496878420	$467.88
36253	439	WORLD BOOK INC.	6/11/2018	World Book Database subscription	$995.67
0	440	CHRISTINA SANDERS	6/8/2018	Courier Mileage 5/15 - 5/31/18 (Conf. #676)	$371.69
0	441	GREAT-WEST RETIREMENT S	6/8/2018	Annuity Contributions withheld 6/8/18 Payroll (conf# 678)	$1,245.00
0	442	INDIANA CHILD SUPPORT BU	6/8/2018	Child Support Garnishment: Andrea Prescaro 6/8/2018 Payroll (Payment #1890320180607113935)	$80.17
0	443	INDIANA DEPARTMENT OF RE	6/8/2018	State & County Taxes withheld May 2018 Payrolls (Ref. #71976)	$6,428.42
0	444	INPRS fbo PERF	6/8/2018	INPRS Contributions 6/8/18 Payroll	$6,780.21
0	445	IRS USA TAXPAYMENT	6/8/2018	Federal Withholding, Medicare, & FICA withheld 6/8/18 Payroll & Ins. (Acknowledgement #81051018)	$12,206.91
0	446	TOWN OF DEMOTTE	6/8/2018	DeM: Water & Sewer Service- May 2018 (Conf. #675)	$168.10
0	447	TOWN OF WHEATFIELD	6/8/2018	Wh: Sewer Service- June 2018 (Conf# 677)	$56.65
36254	448	BAKER & TAYLOR	6/11/2018	Books, Continuations, AV, Auto. Yours	$14,817.49
36255	449	BAKER & TAYLOR ENTERTAIN	6/11/2018	DVDs, CDs	$3,098.75
36256	450	CENTURYLINK	6/11/2018	Long distance phone service- May 2018	$17.97
36257	451	GOODWIN FIRE EQUIPMENT, I	6/11/2018	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	$198.90
36258	452	MIDWEST TAPE	6/11/2018	Hoopla digital content	$3,000.00
36259	453	INDIANA WASTE SERVICE	6/11/2018	DeM: Trash pick-up June 2018	$91.55
36260	454	MIDWEST TAPE	6/11/2018	DVDs, CDs	$381.90
36261	455	THE PENWORTHY COMPANY	6/11/2018	Books	$2,440.06
36262	456	PROQUEST LLC	6/11/2018	2017 KV Post microfilm	$391.92
36263	457	QUILL CORPORATION	6/11/2018	Office & janitorial supplies	$102.67
36264	458	RACO INDUSTRIES	6/11/2018	Scanner, scanner stand	$195.35
36265	459	LAURIE STEELE	6/11/2018	Online Database (Read the Books) 7/1/18-6/30/19	$940.00
36266	460	SHOPKO STORES OPERATIN	6/11/2018	Summer Reading supplies & prizes	$107.94
36267	461	VISION SERVICE PLAN	6/11/2018	Vision Ins. Premiums- June 2018	$226.67
36268	462	WAL-MART COMMUNITY/SYN	6/11/2018	AV, Library supplies	$707.65
36269	463	WORLD TRADE PRESS	6/11/2018	Database subscriptions	$1,050.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	F6C Total

Total Amount of Claims **$199,678.40**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 11, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$199,678.40**

Date this 11th **day of** June **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 9, 2018, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

- Minutes of June Board Meeting
- Bills/Financial Reports
- Policy Review (R 10, R 12)

General Business

Quotes – House Demolition (R 15)	Action
Webmaster Report (R 15)	Information
Long Range Plan Report (R 15)	Information
NILBA Dinner Save-the-Date (R 15)	Information

Director's Report (R 15-R 19) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **June 11, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janet Umlauf, Natalie Waling, Kevin Kaluf, Janelle Harper, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Ed Dumas, Allison Atkinson
Absent: Jody Melton, Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Internet Use and Safety Policy revisions, request for two staff members to attend Librarians Day at the Federation of Genealogical Societies Conference, request to send specifically named and future yearbooks to OCI for digitization, and request to close the DeMotte Library on August 11, 2018 for Touch of Dutch Festival were approved as presented on a motion by N. Waling, seconded by K. Kaluf. Motion passed.

Asbestos Report: Allison Atkinson, from Abonmarche, explained that the Asbestos Inspection and Testing Report for the three houses in DeMotte has been completed. This inspection was required by IDEM because we have more than one house to be demolished. Asbestos was found in the tile in the mechanical room of the house located at 220 10th Street, which is a minor matter. Asbestos was also found in the plaster and drywall of the house located at 200 10th Street, which is a larger matter to deal with.

Quotes – Asbestos Removal: Abonmarche sought quotes from three companies for the removal and disposal of the asbestos containing building materials at the two houses. Two of the companies declined to quote due to busy schedules. One quote was submitted by Safe Environmental Corporation totaling $18,150 for the work, $16,925 for the 200 10th Street location and $1,225 for the 220 10th Street location. M. Heinig moved to accept the quote from Safe Environmental Corporation for the removal and disposal of the asbestos containing building materials, seconded by N. Waling. Motion passed.

Proposed Time Table for Asbestos Removal and Demolition: A. Atkinson explained that Safe Environmental Corporation indicated that they could begin the asbestos removal by the end of June and possibly as early as next week. This work is expected to take one week to complete. Quotes for demolition should be ready to bring to the Board at their July meeting. Provided that a quote for demolition is accepted at the July Board Meeting, demolition could begin soon after and be complete by mid-September. The specifications indicate that once the contract is awarded the contractor has 60 days to complete the demolition.

Permission to Seek Quotes for Demolition: Abonmarche has completed the specifications for the demolition at the three properties. The specifications include removal of all buildings, asphalt, concrete, trees, shrubs, fences, etc. and the land being put back to flat dirt and grass seeded. The winner of the demolition bid will become the owner of everything being removed from the properties. K. Kaluf moved to have Abonmarche move forward with seeking quotes for the demolition, seconded by J. Harper. Motion passed.

2019 Budget Committee: P. Stringfellow and R. Gilmore will meet with our DLGF Field Rep on July 25 to review budget paperwork. We will need to meet with the Budget Committee July 24

or thereabouts to review budget recommendations. Committee members are: J. Umlauf, chair; M. Heinig, and K. Housman. The Budget Committee meeting is scheduled for July 25 at 8:00AM.

Director's Report: P. Stringfellow reported that our advance tax draw was received as expected. The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Fairground Allocation Area, the Drexel Commercial/Industrial Allocation Area, and the Lintner Park Allocation Area to be allocated to the overlapping taxing units. The Library will not receive tax revenue for these allocation areas in 2019. P. Stringfellow briefly reviewed the Long Range Plan/Tech Plan Report included in the board packet which was organized by plan goals.

Items for Future Agendas: J. Umlauf requested a more detailed review of the Library's Long Range Plan.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:30 PM.

Janelle Harper, Secretary Pro-Tem

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
June 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	44	1	0	45
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	22	2	0	24
Blu-Ray (DBR)	245	5	8	258
Books on CD (DBKCD)	111	15	5	131
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	154	1	0	155
Digital Audiobooks (DDA)	64	2	2	68
DVD (DDVD)	1731	61	40	1832
Equipment (DEQP)	7	0	0	7
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	621	26	19	666
Fiction Fantasy (DFICF)	4	0	0	4
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	119	11	2	132
Fiction New (DFICNEW)	494	8	12	514
Fiction Science Fiction (DFICSF)	4	1	0	5
Fiction Western (DFICW)	2	0	6	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	210	0	1	211
Hanging Bags (DHANG)	60	0	1	61
Hotspots (DWIFI)	42	0	0	42
ILL (DILL)	8	4	1	13
Internet (DINTER)	437	0	0	437
Juv. Audio book (DJAUDB)	76	0	3	79
Juv. Biography (DJBIO)	43	1	0	44
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	40	0	0	40
Juvenile Easy (DJE)	962	0	16	978
Juv. Easy Non-fiction (DJENF)	93	0	1	94
Juv. Easy Reader (DJER)	677	1	4	682
Juv. Fiction (DJFIC)	1129	5	35	1169
Juv. Holiday books (DJHOL)	12	0	0	12
Juv. Magazine (DJMAG)	85	0	0	85
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	397	2	6	405
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	5	0	0	5
Juv. Toddler (DJTOD)	251	1	3	255
Large Print Fiction (DLPF)	153	17	3	173
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	49	2	0	51
Large Print Nonfic (DLPNF)	12	1	1	14
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	438	0	5	443
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	2	0	6
Nonfiction 100 (DNF100)	9	3	0	12
Nonfiction 200 (DNF200)	15	0	0	15
Nonfiction 300 (DNF300)	20	1	0	21
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	14	0	1	15
Nonfiction 600 (DNF600)	126	2	1	129
Nonfiction 700 (DNF700)	29	2	3	34
Nonfiction 800 (DNF800)	10	0	1	11
Nonfiction 900 (DNF900)	33	3	0	36
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	53	1	0	54
Nonfiction (DNFIC)	9	1	0	10
Nonfiction New (DNFNEW)	143	8	12	163
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	1	8	0	9
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	116	0	117
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	6	0	1	7
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	175	4	4	183
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	16	2	0	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	0	3
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	19	1	22
Blu-Ray (RBR)	1	512	4	517

Books on CD (RBKCD)	10	114	1	125
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	113	0	117
Digital Audiobooks (RDA)	4	41	1	46
DVD (RDVD)	39	2508	29	2576
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	29	475	9	513
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	9	327	7	343
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	5	160	4	169
Hanging Bag (RHANG)	0	4	0	4
Hotspots (RWIFI)	0	41	0	41
ILL (RILL)	0	36	0	36
Internet (RINTER)	0	748	0	748
Juv. Audio book (RJAUDB)	4	42	6	52
Juv. Biography (RJBIO)	1	12	2	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	18	0	18
Juvenile Easy (RJE)	2	399	11	412
Juv. Easy Non-fiction (RJENF)	2	50	1	53
Juv. Easy Reader (RJER)	1	413	0	414
Juv. Fiction (RJFIC)	20	353	8	381
Juv. Magazine (RJMAG)	1	16	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	244	3	255
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	168	1	169
Large Print Fiction (RLPF)	8	186	0	194
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	62	1	67
Large Print Nonfic (RLPNF)	0	9	0	9
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	260	3	263
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	5	0	5
Non-Fiction 100 (RNF100)	1	15	0	16
Non-Fiction 200 (RNF200)	4	24	2	30
Non-Fiction 300 (RNF300)	7	67	2	76
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	1	30	0	31
Non-Fiction 600 (RNF600)	8	112	5	125
Non-Fiction 700 (RNF700)	2	31	4	37
Non-Fiction 800 (RNF800)	0	10	1	11
Non-Fiction 900 (RNF900)	9	38	0	47
Nonfiction Blu-Ray (RNFBR)	0	10	0	10
Nonfiction DVD (RNFDVD)	2	131	1	134

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	24	172	10	206
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	10	0	10
SRCS (SRCS) DeMotte	55	7	5	67
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	5	2	36	43
Vertical File (RVF)	1	1	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	1	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	86	0	89
YA Music CD (RYACD)	0	26	0	26
YA Nonfiction (RYANF)	0	3	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	4	17	23
Blu-Ray (WBR)	4	4	246	254
Books on CD (WBKCD)	18	12	103	133
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	4	72	82
Digital Audiobooks (WDA)	4	1	33	38
DVD (WDVD)	59	72	1888	2019
Equipment (WEQP)	0	0	9	9
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	21	12	273	306
Fiction Fantasy (WFICF)	0	0	3	3
Fiction Inspirational (WFICI)	16	5	68	89
Fiction Mystery (WFICM)	6	3	52	61
Fiction New (WFICNEW)	31	15	215	261
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	1	2	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	0	96	99
Hanging Bags (WHANG)	0	0	47	47
Hotspots (WWIFI)	0	0	26	26
ILL (WILL)	0	0	9	9
Internet (WINTER)	0	0	239	239
Juv. Audio book (WJAUDB)	1	3	51	55
Juv. Biography (WJBIO)	0	0	33	33

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	14	15
Juvenile Easy (WJE)	5	1	941	947
Juv. Easy Non-fiction (WJENF)	0	2	85	87
Juv. Easy Reader (WJER)	0	1	825	826
Juv. Fiction (WJFIC)	43	14	763	820
Juv. Magazine (WJMAG)	2	0	83	85
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	4	235	245
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	0	406	406
Large Print Fiction (WLPF)	6	7	100	113
Large Print Inspirational (WLPI)	1	0	1	2
Large Print Mystery (WLPM)	0	0	3	3
Large Print New (WLPN)	7	6	72	85
Large Print Nonfic (WLPNF)	0	0	16	16
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	10	1	276	287
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	0	2	6	8
Non-Fiction 200 (WNF200)	0	2	8	10
Non-Fiction 300 (WNF300)	0	2	25	27
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	0	0
Non-Fiction 600 (WNF600)	2	7	53	62
Non-Fiction 700 (WNF700)	2	2	16	20
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	4	1	15	20
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	2	3	84	89
Nonfiction (WNFIC)	0	1	1	2
Nonfiction New (WNFNEW)	10	3	60	73
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	1	18	19
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	5	200	219
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	1	0	1	2
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10043	8650	8160	26853

CIRCULATION BY HOLDINGS CODE
June 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	44	1	0	45
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	26	25	18	69
Blu-Ray (BR)	252	531	259	1042
Books on CD (BKCD)	139	141	109	389
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	164	118	72	354
Digital Audiobooks (DA)	72	44	36	152
DVD (DVD)	1829	2641	1957	6427
Equipment (EQP)	7	6	9	22
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	671	513	301	1485
Fiction Fantasy (FICF)	4	0	3	7
Fiction Inspirational (FICI)	16	5	68	89
Fiction Mystery (FICM)	125	14	54	193
Fiction New (FICNEW)	534	350	234	1118
Fiction Science Fiction (FICSF)	4	1	3	8
Fiction Western (FICW)	2	1	8	11
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	218	160	101	479
Hanging Bags (HANG)	60	4	48	112
Hotspots (WIFI)	42	41	26	109
ILL (ILL)	8	40	10	58
Internet (INTR)	437	748	239	1424
Juv. Audio book (JAUDB)	81	45	60	186
Juv. Biography (JBIO)	44	13	35	92
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	41	18	14	73
Juvenile Easy (JE)	969	400	968	2337
Juv. Easy Non-Fiction (JENF)	95	**52**	87	234
Juv. Easy Reader (JER)	678	415	829	1922
Juv. Fiction (JFIC)	1192	372	806	2370
Juv. Holiday (JHOL)	12	0	0	12

Juv. Magazine (JMAG)	88	16	83	187
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	411	250	244	905
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	5	2	1	8
Juv. Toddler (JTOD)	251	169	410	830
Large Print Fiction (LPF)	167	210	103	480
Large Print Inspirational (LPI)	1	0	1	2
Large Print Mystery (LPM)	0	0	3	3
Large Print New (LPN)	60	70	73	203
Large Print Nonfic (LPNF)	12	10	17	39
Large Print Western (LPW)	0	0	2	2
Magazine (MAG)	448	261	284	993
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	7	1	12
Non-Fiction 100 (NF100)	10	20	6	36
Non-Fiction 200 (NF200)	19	26	10	55
Non-Fiction 300 (NF300)	27	70	27	124
Non-Fiction 400 (NF400)	1	2	2	5
Non-Fiction 500 (NF500)	15	30	1	46
Non-Fiction 600 (NF600)	136	121	59	316
Non-Fiction 700 (NF700)	33	35	23	91
Non-Fiction 800 (NF800)	10	10	4	24
Non-Fiction 900 (NF900)	46	42	15	103
Non-Fiction Blu-Ray (NFBR)	2	10	1	13
Non-Fiction DVD (NFDVD)	57	135	85	277
Nonfiction (NFIC)	9	2	1	12
Nonfiction New (NFNEW)	177	183	82	442
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	1	1
Reference (REF)	6	26	21	53
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	3	0	8
Software (SWAR)	1	18	0	19
SRCS (SRCS) DeMotte	55	7	5	67
SRCS (From other libraries III-SRC	1	116	0	117
SRCS (SRCSW) Wheatfield	5	2	36	43
Vertical File (VF)	1	1	0	2
VHS	0	0	0	0
YA Audio book (YAUDB)	6	3	20	29
YA Biography (YAB)	3	0	1	4
YA Books on CD (YABKCD)	0	1	18	19
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	192	95	204	491
YA Music CD (YACD)	0	26	0	26
YA Nonfiction (YANF)	17	5	1	23

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	0	3
				0
Free reads	377	185	27	589
Games/Puzzles	56	13	0	69
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10484	8885	8226	27595

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1964	1349	880	4193
Nonfiction	545	655	297	1497
CHILDREN'S BOOKS				
Fiction	3134	1357	3013	7504
Nonfiction	567	317	367	1251
YA BOOKS				
Fiction	410	255	305	970
Nonfiction	20	5	2	27
Magazines, Adult	448	262	284	994
Magazines, Children	88	16	83	187
Sound Recordings, adult	381	307	255	943
Sound Recordings, ch	182	93	122	397
Online databases	0	0	0	0
Software	1	18	0	19
SRCS	61	125	41	227
Vertical file	1	1	0	2
VHS/DVD/Blu-Ray	2140	3317	2303	7760
Equipment	49	47	35	131
Total	9991	8124	7987	26102
A-V Circulation	2704	3735	2680	9119
A-V Circulation as % of total	27.1%	46.0%	33.6%	34.9%

CIRCULATION STATISTICS

June 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	101	3	**1,964**	103	180	**1,349**	78	1	**880**	**4,193**
Nonfiction	64	3	**545**	84	9	**655**	38	3	**297**	**1,497**
CHILDREN'S BKS										
Fiction	35	6	**3,134**	46	0	**1,357**	59	3	**3,013**	**7,504**
Nonfiction	3	1	**567**	18	0	**317**	11	0	**367**	**1,251**
YA BOOKS										
Fiction	7	0	**410**	7	0	**255**	22	0	**305**	**970**
Nonfiction	1	0	**20**	0	0	**5**	0	0	**2**	**27**
Magazines,Adult	0	0	**448**	0	0	**262**	0	0	**284**	**994**
Magazines, Child	0	0	**88**	0	0	**16**	0	0	**83**	**187**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	7	5	**381**	7	0	**307**	9	32	**255**	**943**
Sound Rec/Child	2	0	**182**	1	0	**93**	0	0	**122**	**397**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**18**	0	0	**0**	**19**
SRCS	0	0	**61**	0	0	**125**	0	0	**41**	**227**
Vertical Files	0	0	**1**	0	0	**1**	0	0	**0**	**2**
DVD/BluRay	66	14	**2,140**	117	1	**3,317**	49	0	**2,303**	**7,760**
Equipment	0	0	**49**	0	0	**47**	0	0	**35**	**131**
TOTAL	286	32	**9,991**	383	190	**8,124**	266	39	**7,987**	**26,102**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	82,762	74,117	60,626
Circulation Increase/Decrease	**1.3%**	**-8.7%**	**6.8%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	26,245	26,102	-0.5%
Jan. to date circulation	133,583	130,132	-2.6%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
22,729	22,827	15,490	15,413	16,450	16,527	**Fiction**
19,043	19,104	18,796	18,871	9,266	9,301	**Nonfiction**
						CHILDREN'S BKS
16,527	16,556	13,648	13,694	12,939	12,995	**Fiction**
9,171	9,173	6,234	6,252	6,839	6,850	**Nonfiction**
						YA BOOKS
2,486	2,493	3,383	3,390	3,141	3,163	**Fiction**
636	637	382	382	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
					0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,005	4,007	380	387	4,480	4,457	**Sound Rec/Adult**
732	734	4,449	4,450	888	888	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,726	6,778	10,357	10,473	6,065	6,114	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,508	82,762	73,924	74,117	60,399	60,626	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

June 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	299	65	183	40	325	70	807	175
LOCAL HISTORY								
In person	9	3	8	2	0	0	17	5
Letters written	0	0	3	3	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	437	18	748	31	239	10	1424	59
Internet use-Wireless	1860		2160		810		4830	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	96	13	0	0	99	13
Public FAX24	52		15		53		120	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	15	5	31	10	2	1	48	16
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	41		0		0		41	
Outreach activities	49	49	11	7	0	0	60	40
Notarized documents	10	3	9	2	11	3	30	8
Meeting Room Use (no. of grou	42	14	58	19	41	14	141	47
Study room use	45	4	39	3	38	3	122	10
Proctoring	0	0	0	0	1	1	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	1	1	0	0	0	0	1	6
E-books downloaded								
IN-HOUSE USE ITEMS	1955		383		92		2430	
SELF-CHECKOUT USE	119		461		478		1058	
INTERLIBRARY LOANS								
Requests made for:							289	72
Items rec'd for:							243	122
Items requested by other librarie							49	
Items supplied to other libraries							43	22

REGISTRATIONS

Total Borrowers	7713	12075	4935	24723
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	295	495	126	916
Number of New Patrons Added	69	45	44	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	1	6	2	12	1	6	4	24
Children's Programs (0-13)	13	78	8	48	10	60	31	186
Number attending	363		173		383		919	
YA Programs (14-17)	3	18	4	24	4	24	11	66
Number attending	99		52		99		250	
Adult Programs	4	24	2	12	0	0	6	36
Number attending	188		118		34		340	
Senior Citizen Programs	9	54	4	24	4	24	17	102
Number attending	55		34		27		116	
Total Number of Programs	**30**	180	**20**	120	**18**	108	**69**	414
Total Persons Attending	**705**		**377**		**543**		**1625**	
Total Attending Same Month Last Yr.	843		537		513		1893	
Total Staff Hours Spent		341		251		215	808	1012
Total Number of In-House Prograı	**24**		**20**		**17**		**61**	
Total Attendance	**672**		**377**		**537**		**1586**	
Total Number of Outreach Prograı	**6**		**0**		**1**		**7**	
Total Attendance	**33**		**0**		**6**		**39**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4384	43.7%	5475	67.6%	5175	65.1%	15034	57.6%
Corporate	8	0.1%	0	0.0%	0	0.0%	8	0.0%
Juvenile 0-11	262	2.6%	92	1.1%	134	1.7%	488	1.9%
Juvenile-AV	1492	14.9%	998	12.3%	1748	22.0%	4238	16.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	203	2.0%	318	3.9%	65	0.8%	586	2.2%
Reciprocal Juvenile	8	0.1%	0	0.0%	0	0.0%	8	0.0%
Reciprocal Juvenile AV	141	1.4%	12	0.1%	25	0.3%	178	0.7%
Reciprocal YA	0	0.0%	0	0.0%	1	0.0%	1	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	3	0.0%	8	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	49	0.6%	0	0.0%	49	0.2%
Staff	3204	31.9%	879	10.9%	568	7.1%	4651	17.8%
Walking books	94	0.9%	81	1.0%	53	0.7%	228	0.9%
YA 12-17	1	0.0%	6	0.1%	10	0.1%	17	2.3%
YA-AV	241	2.4%	180	2.2%	166	2.1%	587	2.3%
Total	10038		8100		7948		26086	
All items borrowed by nonresidents	352	3.5%	340	4.2%	94	1.2%	786	3.0%

R 10

FAX ~~MACHINE~~ POLICY

Jasper County Public Library

~~The library-owned fax machine will be used by staff when they need to send documents quickly. It will also be used (at no charge) when a patron from one branch needs information available at another branch and does not wish to wait for it to be sent by transport. Staff and Board members will be charged 15 cents per page for personal use of the library-owned fax machine.~~

Patrons may fax for a fee via self-service Fax 24 Scan kiosks located in each library. The Library does not fax **non-library materials** for patrons.

Library staff may use the library's internet fax service, paying for printed copies as per the library's Computer Use Policy.

10/94; reviewed 7/12; revised 7/14; revised 5/16; revised 7/18

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges allow reciprocal borrowers to borrow all materials which are available to residents of the JCPL service area except for electronic resources that are pay-per-use such as Hoopla. We will *intra*library loan (within the JCPL system) for reciprocal borrowers.

PC's: PC's providing public access to the Internet, research resources, spreadsheet and word processing software and to the library catalog will be available to reciprocal borrowers.

Interlibrary loan (from other libraries): Reciprocal borrowers may request items via Indiana's Statewide Remote Circulation System (SRCS). For *inter*library loans via InShare ~~from other library systems~~, reciprocal borrowers must go to their own library.

Adopted 6/96; reviewed 7/16; revised 7/18

Director's Report
June 2018

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Policy Review: Two policies are up for review in July: Fax Policy and Reciprocal Borrowing Policy. Revisions are recommended to both. We have changed the name of the Fax Policy (formerly Fax **Machine** Policy) because now patrons fax via a kiosk and staff use internet fax – no more "machines". We are removing the first paragraph in its entirety because we use scan/email when we need to send information quickly from branch to branch for a patron; staff now use internet fax, not a machine, and board members do not have fax privileges as per the Board Privilege Policy. We have revised the Reciprocal Borrowing Policy so that staff and patrons all know that Reciprocal Borrowers may borrow via the Statewide Remote Circulation System (SRCS) at our library but must use InShare services at their home library. JCPL is allowed 250 free loans annually from the InShare program, and we want to reserve those free loans for patrons living in our library service area, hence the limitation on InShare. We have unlimited access to SRCS. Additionally, we have just added a new electronic resource, Hoopla, for digital movies, music, and more. Hoopla is a pay-per-view electronic resource. We pay for content as patrons use it. It is within our budget, but because it is pay-per-use we want to limit access to patrons in our JCPL service area. We do not wish to open it up to Reciprocal Borrowers, those outside our service area. Please see R 10 & R12. **If you approve the Consent Agenda, you approve revising the Fax Policy and the Reciprocal Borrowing Policy as presented.**

General Business:

Quotes – House Demolition: Matt Keiser of Abonmarche has reported to me that they have received a few calls from contractors and expect to receive quotes the week of July 2 as the specs require. All quotes are to be delivered to the Abonmarche office. They will bring them to the board meeting and read aloud the values. Ed Dumas will also be present.

Webmaster Report: Webmaster, Melissa Widner, will share her report of annual impacts.

Long Range Plan Report: We will review our plan. I will provide an overview of content, goals and impact.

NILBA Dinner Save-the-Date: The Northwest Indiana Library Board Association will be hosting a dinner on Wednesday, August 29, 2018. This is a continuing education opportunity for the board. Joseph Filapek, Director or Continuing

Education at Reaching Across Illinois Library System (RAILS) will provide an overview of general trustee responsibilities. If you are interested, please save the date. I will follow up with you as the date draws nearer to see who would like to attend. The library will cover the cost of this dinner, which I believe will be $50. Invitation and agenda have not yet arrived.

Director's Report:

Based upon our responses to the 2017 Public Library Annual Report the Indiana State Library has determined that we met Indiana Public Library Standards as per (590 IAC 6) for 2017. A letter is on file in the business office stating compliance along with the original copy of our submission.

We experienced a plumbing problem at DeMotte Library over the 4th of July Holiday. The problem presented at closing time on July 3, required a plumber visit on July 4, and was resolved on July 5. The first sign of trouble was 2 inches of standing water in the room housing the elevator equipment, moving under the wall into the janitor closet and across the hall to the second set of interior doors dampening the carpet. The problem was with the plumbing related to a drain in the boiler room upstairs. Condensation from the air handler drips into this drain which was clogged. Additionally, the clean-out plug was not tight (whoever worked on it last did not tighten it) and a fitting was back pitched. The combination caused the water to leak into the elevator equipment room and run into other spaces. Plumbing was corrected. We will work on drywall repair and mold remediation. Our shop vac, fans, and a lot of staff effort kept this matter from becoming a bigger problem.

Asbestos removal began on June 26. It was expected to conclude on July 2. At the writing of this report I have not yet received confirmation that this work is complete.

We have added Hoopla, a resource for digital movies, music, and more. Currently we are not advertising this to patrons as staff familiarizes themselves with this new service. We believe that our patrons will be very happy with Hoopla. Many libraries who offer it report high patron satisfaction and use.

As we were preparing to send our yearbooks out for digitization, we learned that OCI now charges for some yearbooks. Yearbooks 1950-1989 are free to digitize. Outside of those years certain fees do apply. We were surprised to learn about the fee per yearbook but it is manageable and understandable. We are thankful that the bulk of our collection is digitized.

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults,

teens, and children all find something offered just for them. It has been an exciting month!

I have received a letter from the State Board of Accounts outlining new monthly and annual engagement uploads that are now required. Rayann and I reviewed this information that will be incorporated into our processes and the Monthly Board Task List. This is a statewide requirement for all government units.

Several new laws went into effect July 1. I am currently reviewing those impacting Indiana libraries.

I have applied for an IPEP Safety Grant seeking grant monies for the purchase of emergency hammers and door security devices that could be used in an active shooter event to keep staff safe. Recipients will be announced by August 31 and grants will be awarded by January 2019.

I did view an Indiana State Library webinar Guns in Libraries. ISL staff covered Indiana gun laws and how they impact libraries. They provided appropriate language for library policies regarding patron behavior and clarified when libraries can and cannot regulate. The Director for the Newton County Public Library discussed a recently adopted active shooter policy. Our library policy regarding guns in libraries is in step with recommendations. It was nice to receive an overview of this legislation.

Rayann and I attended the Annual Public Library Budget Webinar/Workshop 2018 on June 19. Presenters reviewed changes and information on federal and state legislative actions and financial/budgetary changes that are helpful in the public library budgetary planning process.

Rayann and I also attended Gateway Budget Training in Wheatfield in early June. It is an opportunity to review the budget process and learn about any changes that have been made to the Gateway.

System Administrator News

Sheila worked with Becky to create Hoopla SIP account on our TLC server for our newly acquired resource. She filed the BEAR e-rate reimbursement for NITCO and continued troubleshooting hotspots. Sheila and I did have a conference call with Sprint mid June to discuss our dissatisfaction with our Sprint hotspots and requested immediate assistance/resolution. Additional hotspots (more of our original model type that worked successfully at all locations) are enroute to us.

Technical Services News

TLC switched us to a new server on June 9. We experienced a few errors and problems after the fact. We had to change some settings and TLC made some changes and eventually everything worked as it should with the exception of some issues with the Hold Queue.

DeMotte Library News

Debbie reports, "Libraries Rock" and DeMotte Library really did – our First Friday Concert featured the garage band "Sneezer". 54 patrons of all ages enjoyed their rock and roll music. We had a feature article on the front page of the local paper. And comments that I heard were: "Wow, they are really good", "Good choice of music", "This is really cool", "Can we do this every week?" Debbie continues, "Shannon visited the Fase Senior Center to do a technology drop-in and answer some questions the seniors had about their phones, tablets, and apps. It was very successful and the seniors were very appreciative of the help we offered. All of them commented that they would like to have the library back and we encouraged them to stop by the library for service as well."

Rensselaer Library News

Janice reports, "Libraries Rock is in full swing. We had a good turnout for our ice cream social even though we had to hold it inside due to the threat of rain. The teens tie dyed shirts while the younger kids decorated shirts with permanent markers and then dripped alcohol on the colors to make them run. Both groups had fun and produced very colorful shirts. Our fossil craft was a big hit, they were very realistic looking. Chris Fascione our Juggler/Story Teller was very funny and kept the kids laughing. We learned a lot about sound waves from our presenter Steve Belloveau. The creativity was flowing on make your own instrument day. The kids did a great job making guitars and maracas."

Wheatfield Library News

Evie reports, "Jasper made his way to Wheatfield this month. He is located in the lobby and has made many new friends. Rensselaer was thoughtful in offering a Scavenger Hunt of items found on Jasper, which has been a huge hit – we have had 51 "hunts" completed and returned to us for a small prize (marketing lanyard, pen, or koozie). It amazes me how many people say this is the first opportunity they've had to see him or were not aware of last year's project with the Bison-tennial, so I think it's been a great partnership with the county. Evie continues, "We've had a number of compliments from our patrons over the past month! Nanette had a patron "complement our branch for cleaning all of our Blu-rays and DVDs" and another mention "how much she enjoyed travelling to Wheatfield, all the way from Rensselaer, to be able to browse through our separate inspirational section."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
June 30, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$231,469.03**	$1,178,585.77	**$370,715.30**	$1,249,079.52	**$812,606.09**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$3,099.48	$8,819.71	$402.90	$13,052.00	**$19,757.33**
DeMotte	$4,601.74	**$1,338.19**	$3,355.69	**$200.00**	$4,502.88	**$5,748.93**
Rensselaer	$7,026.80	**$757.34**	$3,437.28	**$2.90**	$6,383.86	**$9,973.38**
Wheatfield	$3,896.50	**$1,003.95**	$2,026.74	**$200.00**	$2,165.26	**$4,035.02**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$18.40**	$115.46	**$231,651.16**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$14,875.05**	$40,739.53	**($32,679.13)**
Rainy Day Fund Includes Investments of: **$2,029,697.57**	$2,366,108.41	**$9,860.00**	$18,842.00	**$3,127.78**	$16,213.19	**$2,363,479.60**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$11,565.00	**$0.00**	$20,036.75	**$8,471.75**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$14.45**	$139.55	**$159.79**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,287.76**	$43,373.68	**$7,287.76**	$43,373.68	**$0.00**
FICA Tax Collected	$0.00	**$8,149.87**	$47,355.59	**$8,149.87**	$47,355.59	**$0.00**
State Tax Collected	$3,450.69	**$3,617.57**	$21,256.44	**$3,694.91**	$21,500.61	**$3,694.86**
County Tax Collected	$2,657.58	**$2,810.85**	$16,445.21	**$2,879.49**	$16,667.17	**$2,879.54**
Deferred Comp.	$0.00	**$2,490.00**	$14,840.00	**$2,490.00**	$14,840.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$22,334.11	**$3,722.92**	$22,337.52	**$3.41**
Employee Life Insur.	$0.00	**$180.63**	$1,093.78	**$182.62**	$1,095.72	**$1.94**
Employee INPRS	$0.00	**$3,307.66**	$19,403.11	**$3,307.66**	$19,403.11	**$0.00**
Garnishments	$0.00	**$160.34**	$962.04	**$183.80**	$985.50	**$23.46**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$278,083.62**	**$1,568,519.35**	**$421,052.91**	**$1,526,934.90**	**$3,410,319.80**

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Bank Balances

Jasper County Public Library

Report as of: **6/30/2018**

	Bank	
1	Alliance Bank	$1,380,352.23
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,029,697.57
	Total all banks =	**$3,410,319.80**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$16,038.83**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **6/1/2018** ***To*** **6/30/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$37,377.60	$37,627.40	50.2
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$96,051.73	$558,919.28	$567,791.72	50.4
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,645.01	$43,421.35	$49,058.65	53.0
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$8,149.87	$47,355.59	$51,650.41	52.2
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$1,843.11	$2,679.89	59.3
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,790.15	$56,941.09	$57,260.91	50.1
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,666.18	$69,995.23	$76,711.77	52.3
Subtotal	*$1,658,634.00*		$1,658,634.00	$139,553.34	$815,853.25	$842,780.75	50.8
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$126.83	$2,899.86	$5,600.14	65.9
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$45.83	$2,391.16	$4,108.84	63.2
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$208.56	$2,382.41	$4,617.59	66.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$0.00	$169.82	$830.18	83.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$186.32	$213.68	53.4
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$89.39	$218.59	$781.41	78.1
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$1,225.44	$6,285.09	$11,364.91	64.4
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$100.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*		$43,750.00	$1,796.05	$14,717.46	$29,032.54	66.4
3. Other Services and Charge							

F-3a

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$1,110.00	$7,390.00	86.9
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$890.32	$1,519.05	$15,280.95	91.0
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$12,120.61	$13,800.61	$13,029.39	48.6
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$3,000.00	$24,500.00	($2,900.00)	-13.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$1,059.08	$2,309.88	$4,190.12	64.5
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$11.75	$77.08	$2,922.92	97.4
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,265.88	$8,321.88	$11,678.12	58.4
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$175.07	$7,600.45	$3,399.55	30.9
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$168.14	$631.65	$1,368.35	68.4
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$0.00	$5,929.99	$71,170.01	92.3
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$31.67	$227.22	$372.78	62.1
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$1,946.97	($146.97)	-8.2
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$17,895.00	$11,105.00	38.3
3.51	GAS	$45,000.00	$0.00	$45,000.00	$997.68	$9,204.91	$35,795.09	79.5
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$9,257.06	$45,409.11	$54,590.89	54.6
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$1,551.15	$2,448.85	61.2
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$619.20	$3,806.14	$4,193.86	52.4
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,325.06	$18,283.26	$99,986.74	84.5
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$198.90	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$218.70	$81.30	27.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$0.00	$285.00	$1,915.00	87.0
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$30,456.28	$77,970.96	$60,251.04	43.6
	Subtotal	*$707,012.00*		$707,012.00	$63,820.90	$245,535.11	$461,476.89	65.3
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$195.35	$1,382.33	$79,767.67	98.3
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$15,682.05	$62,238.07	$97,761.93	61.1
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$5,478.71	$12,815.49	$12,184.51	48.7
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,942.63	$26,044.06	$33,955.94	56.6
	Subtotal	*$326,312.00*		$326,312.00	$26,298.74	$102,479.95	$223,832.05	68.6
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$231,469.03	$1,178,585.77	$1,557,122.23	56.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3c

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **6/1/2018** ***To*** **6/30/2018**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$50.00	$800.00	$19,200.00	96.0
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$3,915.00	$11,015.00	$53,985.00	83.1
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$5,895.00	$7,027.00	$101,246.00	93.5
Subtotal	*$193,273.00*		$193,273.00	$9,860.00	$18,842.00	$174,431.00	90.3
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$9,860.00	$18,842.00	$249,431.00	93.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **6/1/2018** ***To*** **6/30/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$11,565.00	($11,565.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$11,565.00	($11,565.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$11,565.00	($11,565.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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F4a

Voucher List

Jasper County Public Library

Report Date: From **6/1/2018** *To* **6/30/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	392	PAYROLL	6/8/2018	PAYROLL	$56,483.22
36207	393	AARON'S LAWN CARE	6/11/2018	Mowing & edging	$1,340.00
36208	394	ABONMARCHE CONSULTANT	6/11/2018	Demolition plans & specifications, asbestos subconsultant	$3,915.00
36209	395	ACE HARDWARE	6/11/2018	Maintenance supplies	$183.26
36210	396	ANTHEM BLUE CROSS BLUE	6/11/2018	Health Ins. Premiums- June 2018	$13,963.67
36211	397	ANTHEM LIFE	6/11/2018	Life Ins. Premiums- June 2018	$99.54
36212	398	BUSINESS CARD	6/11/2018	Library supplies, maintenance supplies, equipment, conference expenses, background check	$1,027.66
36213	399	CHRIS FASCIONE	6/11/2018	Summer Reading Program Presenter	$900.00
36214	400	CULLIGAN WATER CONDITIO	6/11/2018	Wh: Water Cooler Rental- June 2018	$11.95
36215	401	DELTA DENTAL	6/11/2018	Dental Ins. Premiums- June 2018	$577.98
36216	402	DEMCO	6/11/2018	Library supplies	$600.63
36217	403	DONNA BARKO	6/11/2018	Mileage 5/10-5/24/18	$28.72
36218	404	EDWARD P. DUMAS	6/11/2018	Legal Assistance: Building Demolition	$50.00
36219	405	ENA SERVICES LLC	6/11/2018	Internet Service- May 2018	$1,927.50
36220	406	GALE/CENGAGE LEARNING	6/11/2018	Legal Forms & Opposing Viewpoints database subscriptions 5/27/18-5/26/19	$4,070.53
36221	407	HAMSTRA BUILDERS, INC.	6/11/2018	HVAC repair	$333.00
36222	408	ICC BUSINESS PRODUCTS	6/11/2018	Office & library supplies	$94.73
36223	409	INDIANA GROCERY GROUP, L	6/11/2018	Program expenses	$37.93
36224	410	INDIANA STATE LIBRARY	6/11/2018	Conference registrations	$175.00
36225	411	INDIANA STATE LIBRARY	6/11/2018	Info Express Delivery Services, 2 days/week	$300.00
36226	412	KANKAKEE VALLEY PUBLISHI	6/11/2018	Teacher Appreciation ad	$30.00
36227	413	KAPCO	6/11/2018	Library supplies	$68.26
36228	414	KIM DELGER	6/11/2018	Mileage 5/24/18	$135.16
36229	415	LINDA POORTENGA	6/11/2018	Mileage 5/17-5/24/18	$120.45
36230	416	MAGAZINE SUBSCRIPTION SE	6/11/2018	Annual September - December Magazine Subscription Renewals	$5,010.83
36231	417	MIDWEST COLLABORATIVE F	6/11/2018	Database subscriptions	$5,064.41
36232	418	NICKOLE HACHLICA	6/11/2018	Mileage 5/21-5/29/18	$10.90
36233	419	NIMBO IP LLC	6/11/2018	Monthly Managed Service Fee	$815.00
36234	420	NIPSCO	6/11/2018	Gas & electric service	$5,768.26
36235	421	NITCO	6/11/2018	DeM: Local Phone & Fax Service- June 2018	$168.40
36236	422	NORTHWEST GEOTHERMAL I	6/11/2018	Wh: Electrical & Lighting- LED retrofit outdoor lights	$5,895.00
36237	423	PATTY STRINGFELLOW	6/11/2018	Mileage 5/11-5/16/18	$59.95
36238	424	PEGGY MICHELIN	6/11/2018	Mileage 3/20-6/5/18	$10.90
36239	425	PRECISION CONTROL SYSTE	6/11/2018	HVAC repair	$1,083.36
36240	426	QUALITY LOGO PRODUCTS, I	6/11/2018	Summer Reading Sports Packs	$755.28
36241	427	RACHAEL CAVINDER	6/11/2018	Mileage 1/11-6/4/18	$142.79
36242	428	RELIABLE EXTERMINATORS, I	6/11/2018	Rens: Exterior treatment	$152.00
36243	429	RENSSELAER LAUNDRY ROO	6/11/2018	Laundry	$24.00
36244	430	REPUBLIC SERVICES #715	6/11/2018	Wh: Trash Service-June 2018	$119.85
36245	431	SHANNON HELDAK	6/11/2018	Mileage 5/25-5/30/18	$13.63
36246	432	SHEILA MAXWELL	6/11/2018	Shipped headset back to HelloDirect for refund	$11.75
36247	433	STEVE BELLIVEAU	6/11/2018	Summer Reading Program Presenter	$750.00
36248	434	THE LIBRARY CORPORATION	6/11/2018	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2018- Aug. 2019; Reports Manager Renewal July 2018-June 2019: NCIP software renewal Jul 2018-Jun 2019	$29,989.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36249	435	TRUGREEN PROCESSING CE	6/11/2018	Ornamental Bed Weed Control, Lawn Fertilization	$416.70
36250	436	ULINE	6/11/2018	DVD cases	$265.28
36251	437	UNIQUE MANAGEMENT SERVI	6/11/2018	Collections: Initial/Secondary Placements- May 2018	$107.40
36252	438	WALL STREET JOURNAL	6/11/2018	Newspaper subscription Acct# 051496878420	$467.88
36253	439	WORLD BOOK INC.	6/11/2018	World Book Database subscription	$995.67
0	440	CHRISTINA SANDERS	6/8/2018	Courier Mileage 5/15 - 5/31/18 (Conf. #676)	$371.69
0	441	GREAT-WEST RETIREMENT S	6/8/2018	Annuity Contributions withheld 6/8/18 Payroll (conf# 678)	$1,245.00
0	442	INDIANA CHILD SUPPORT BU	6/8/2018	Child Support Garnishment: Andrea Prescaro 6/8/2018 Payroll (Payment #1890320180607113935)	$80.17
0	443	INDIANA DEPARTMENT OF RE	6/8/2018	State & County Taxes withheld May 2018 Payrolls (Ref. #71976)	$6,428.42
0	444	INPRS fbo PERF	6/8/2018	INPRS Contributions 6/8/18 Payroll	$6,780.21
0	445	IRS USA TAXPAYMENT	6/8/2018	Federal Withholding, Medicare, & FICA withheld 6/8/18 Payroll & Ins. (Acknowledgement #81051018)	$12,206.91
0	446	TOWN OF DEMOTTE	6/8/2018	DeM: Water & Sewer Service- May 2018 (Conf. #675)	$168.10
0	447	TOWN OF WHEATFIELD	6/8/2018	Wh: Sewer Service- June 2018 (Conf# 677)	$56.65
36254	448	BAKER & TAYLOR	6/11/2018	Books, Continuations, AV, Auto. Yours	$14,817.49
36255	449	BAKER & TAYLOR ENTERTAIN	6/11/2018	DVDs, CDs	$3,098.75
36256	450	CENTURYLINK	6/11/2018	Long distance phone service- May 2018	$17.97
36257	451	GOODWIN FIRE EQUIPMENT, I	6/11/2018	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	$198.90
36258	452	MIDWEST TAPE	6/11/2018	Hoopla digital content	$3,000.00
36259	453	INDIANA WASTE SERVICE	6/11/2018	DeM: Trash pick-up June 2018	$91.55
36260	454	MIDWEST TAPE	6/11/2018	DVDs, CDs	$381.90
36261	455	THE PENWORTHY COMPANY	6/11/2018	Books	$2,440.06
36262	456	PROQUEST LLC	6/11/2018	2017 KV Post microfilm	$391.92
36263	457	QUILL CORPORATION	6/11/2018	Office & janitorial supplies	$102.67
36264	458	RACO INDUSTRIES	6/11/2018	Scanner, scanner stand	$195.35
36265	459	LAURIE STEELE	6/11/2018	Online Database (Read the Books) 7/1/18-6/30/19	$940.00
36266	460	SHOPKO STORES OPERATIN	6/11/2018	Summer Reading supplies & prizes	$107.94
36267	461	VISION SERVICE PLAN	6/11/2018	Vision Ins. Premiums- June 2018	$226.67
36268	462	WAL-MART COMMUNITY/SYN	6/11/2018	AV, Library supplies	$707.65
36269	463	WORLD TRADE PRESS	6/11/2018	Database subscriptions	$1,050.00
0	464	PAYROLL	6/25/2018	PAYROLL	$53,463.92
0	465	AFLAC	6/25/2018	Supplemental Insurance June 2018 (Conf #680)	$701.88
0	466	ALLIANCE BANK	6/25/2018	Direct Deposit Fees - May 2018	$36.80
0	467	CENTURYLINK	6/25/2018	WH: Local Phone Service June 2018 (Conf #679)	$57.71
0	468	CHRISTINA SANDERS	6/25/2018	Courier Mileage 6/1 - 6/15/18 (Conf. #681)	$371.69
0	469	CITY OF RENSSELAER	6/25/2018	RENS: Utilities 5/8 - 6/8/2018 (Conf. #682)	$4,901.78
0	470	GREAT-WEST RETIREMENT S	6/25/2018	Annuity Contributions withheld 6/25/18 Payroll (conf# 683)	$1,245.00
0	471	INDIANA CHILD SUPPORT BU	6/25/2018	Child Support Garnishment: Andrea Prescaro 6/25/2018 Payroll (Payment #1890320180620151302)	$80.17
0	472	INPRS fbo PERF	6/25/2018	INPRS Contributions 6/25/18 Payroll	$6,317.60
0	473	IRS USA TAXPAYMENT	6/25/2018	Federal Withholding, Medicare, & FICA withheld 6/25/18 Payroll & Ins. (Acknowledgement #33626581)	$11,380.59
36224	474	INDIANA STATE LIBRARY	6/29/2018	Void A/P Voucher# 410, Check# 36224.	($175.00)
0	475	SQUARE, INC	6/30/2018	Merchant Processing Fees- June 2018	$23.08

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$278,083.62**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, July 03, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$278,083.62**

Date this 9th **day of** July **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2018

		THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:				$2,470.05	$15,962.46
	DeMotte	$883.54	$4,913.72		
	Rensselaer	$906.60	$6,859.17		
	Wheatfield	$679.91	$4,189.57		
PHOTOCOPIES:				$770.80	$5,587.33
	DeMotte	$255.85	$2,051.05		
	Rensselaer	$349.85	$2,475.68		
	Wheatfield	$165.10	$1,060.60		
INTEREST (Checking, Repurchase, CDs):				$57.74	$257.79
TAXES:				$367,008.00	$1,225,224.74
	Property Tax	$214,534.67	$689,272.81		
	LOIT	$17,903.55	$107,421.30		
	License Excise Tax	$60,242.07	$60,242.07		
	Financial Institution Tax	$1,406.88	$1,406.88		
	CVET(Commercial Vehicle Excise)	$6,817.66	$6,817.66		
	Local Option/Certified Shares	$0.00	$0.00		
	Local Option/Property Tax Repl.	$0.00	$0.00		
	LIT Certified Shares	$66,103.17	$360,064.02		
TAXABLE SALES:-				$6.35	$44.65
REFUNDS:				$402.36	$2,002.55
	Rebates/Refund	$10.00	$10.00		
	Insurance Claims/Reimbursements	$0.00	$0.00		
	Meeting Room Rental	$200.00	$1,550.00		
	Reimbursement	$192.36	$409.81		
	Fixed Asset Sales	$0.00	$0.00		
	Miscellaneous Receipts	$0.00	$32.74		
	Interfund Transfer	$0.00	$0.00		
	TOTAL OPERATING FUND RECEIPTS			**$370,715.30**	**$1,249,079.52**
PLAC FUND:				$0.00	$0.00
GIFT FUNDS:				$402.90	$13,052.00
	DeMotte	$200.00	$4,502.88		
	Rensselaer	$2.90	$6,383.86		
	Wheatfield	$200.00	$2,165.26		
LIB. IMPROV. RESERVE FUND:				$18.40	$115.46
	Interest Earned	$18.40	$115.46		
	Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:				$14,875.05	$40,739.53
	Property Tax	$11,688.17	$37,552.65		
	License Excise Tax	$2,804.05	$2,804.05		
	Financial Institution Tax	$65.49	$65.49		
	CVET(Commercial Vehicle Excise)	$317.34	$317.34		
	Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:				$3,127.78	$16,213.19
	Special CAGIT Distribution	$0.00	$0.00		
	Special LOIT Distribution	$0.00	$0.00		
	Interest Earned	$3,127.78	$16,213.19		
	Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-				$0.00	$20,036.75
HOST/HOSPITALITY FUND:-				$0.00	$0.00
LEVY EXCESS FUND:-				$0.00	$0.00
SALES TAX:-				$14.45	$139.55
CASH CHANGE FUND				$0.00	$0.00
INSURANCE REFUND FUND:				$0.00	$0.00
	Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND				$0.00	$0.00
	SUB-TOTAL (page 1)			**$389,153.88**	**$1,339,376.00**

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WITHHOLDING ACCOUNT FUNDS:			$31,899.03	$187,558.90
FIT Tax Collected	$7,287.76	$43,373.68		
FICA Collected	$8,149.87	$47,355.59		
State Tax Collected	$3,694.91	$21,500.61		
County Tax Collected	$2,879.49	$16,667.17		
Deferred Comp Plan	$2,490.00	$14,840.00		
Pre-tax Insurance Plans	$3,722.92	$22,337.52		
Life Insurance	$182.62	$1,095.72		
INPRS	$3,307.66	$19,403.11		
Garnishments	$183.80	$985.50		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS			**$421,052.91**	**$1,526,934.90**

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Voucher List

Jasper County Public Library

Report Date: From 7/1/2018 **To** 7/9/2018

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36270	476	AARON'S LAWN CARE	7/9/2018	Mowing & edging	$1,240.00
36271	477	ABONMARCHE CONSULTANT	7/9/2018	Demolition Plans & Specifications, Environmental Issues	$1,686.25
36272	478	ACE HARDWARE	7/9/2018	Maintenance supplies	$146.27
36273	479	AMERICAN LIBRARY ASSOCIA	7/9/2018	Bookmarks, brochures	$50.50
36274	480	ANTHEM BLUE CROSS BLUE	7/9/2018	Health Ins. Premiums- July 2018	$13,963.67
36275	481	ANTHEM LIFE	7/9/2018	Life Ins. Premiums- July 2018	$99.54
36276	482	BAKER & TAYLOR	7/9/2018	Books, Continuations, AV, Auto. Yours	$13,543.87
36277	483	BAKER & TAYLOR ENTERTAIN	7/9/2018	DVDs, CDs	$2,908.87
36278	484	BLUETARP FINANCIAL, INC	7/9/2018	Maintenance supplies	$47.56
36279	485	COUNTRYSIDE LANDSCAPIN	7/9/2018	Wh: Start up of irrigation system	$123.75
36280	486	CULLIGAN WATER CONDITIO	7/9/2018	Wh: Water Cooler Rental- July 2018, 5-gallon drinking water- 6	$57.45
36281	487	D & S COMPUTER SERVICES	7/9/2018	Hosting 3rd Quarter 2018	$120.00
36282	488	DELTA DENTAL	7/9/2018	Dental Ins. Premiums- July 2018	$577.98
36283	489	DEMCO	7/9/2018	Library supplies	$405.07
36284	490	DEMOTTE DECORATIVE STO	7/9/2018	Mulch	$746.00
36285	491	EDWARD P. DUMAS	7/9/2018	Legal Assistance: Building Demolition	$300.00
36286	492	ENA SERVICES LLC	7/9/2018	Internet Service- June 2018	$1,927.50
36287	493	ICC BUSINESS PRODUCTS	7/9/2018	Library supplies	$108.96
36288	494	INDIANA DEPT. OF WORKFOR	7/9/2018	2nd Quarter 2018 Unemployment Compensation Pymt	$562.66
36289	495	INDIANA STATE LIBRARY	7/9/2018	Conference registrations	$150.00
36290	496	INDIANA WASTE SERVICE	7/9/2018	DeM: Trash pick-up July 2018	$91.55
36291	497	JASPER COUNTY FAIR ASSO	7/9/2018	Additional electric service for Jasper County Fair Commercial Booth	$15.00
36292	498	JUNIOR LIBRARY GUILD	7/9/2018	Continuations	$3,218.20
36293	499	KANKAKEE VALLEY PUBLISHI	7/9/2018	Best of the Best Thank You ad	$40.00
36294	500	KONE, INC.	7/9/2018	DeM: Quarterly Elevator Maintenance Agreement- 7/1-9/30/2018	$442.74
36295	501	KV POST NEWS	7/9/2018	Newspaper subscriptions Acct # 0046755 & Acct# 0047445	$130.00
36296	502	MIDWEST COLLABORATIVE F	7/9/2018	MCLS Annual Membership Fee	$125.00
36297	503	MIDWEST TAPE	7/9/2018	AV	$445.43
36298	504	NEILE TRAINOR	7/9/2018	Mileage 4/25-6/20/18	$58.86
36299	505	NICHE ACADEMY	7/9/2018	Niche Academy database annual subscription renewal	$1,260.00
36300	506	NIMBO IP LLC	7/9/2018	Monthly Managed Service Fee	$815.00
36301	507	NIPSCO	7/9/2018	Gas & electric service	$5,938.88
36302	508	NITCO	7/9/2018	DeM: Local Phone & Fax Service- July 2018	$177.12
36303	509	OFFICE DEPOT	7/9/2018	Library supplies, Office supplies, Cleaning supplies	$852.20
36304	510	PATTY STRINGFELLOW	7/9/2018	Mileage 6/8-6/19/18	$180.94
36305	511	THE PENWORTHY COMPANY	7/9/2018	Books	$505.67
36306	512	QUALITY LOGO PRODUCTS, I	7/9/2018	Summer Reading Sports Packs	$16.00
36307	513	BARCODES INC. LLC	7/9/2018	Scanners, scanner stands	$581.68
36308	514	RAYANN GILMORE	7/9/2018	Mileage 3/15-6/19/18	$147.80
36309	515	RELIANCE BARCODE SOLUTI	7/9/2018	Barcodes	$675.41
36310	516	RENSSELAER ROTARY CLUB	7/9/2018	May & June 2018 dues & meals	$57.00
36311	517	REPUBLIC SERVICES #715	7/9/2018	Wh: Trash Service-July 2018	$125.80
36312	518	ROEING CORPORATION	7/9/2018	Tech Maintenance Support - 3rd Installment 2018	$8,750.00
36313	519	SILLY SAFARIS	7/9/2018	Summer Reading Program Presenter	$900.00
36314	520	SUNRISE PACKAGING INC.	7/9/2018	Library supplies	$1,124.64

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36315	521	TREASURER OF JASPER COU	7/9/2018	Remittance of delinquent property taxes withheld from employee	$23.46
36316	522	TRUGREEN PROCESSING CE	7/9/2018	Lawn Care Services	$742.65
36317	523	VISION SERVICE PLAN	7/9/2018	Vision Ins. Premiums- July 2018	$226.67
36318	524	WAL-MART COMMUNITY/SYN	7/9/2018	AV, Library supplies, Cleaning supplies, Maintenance supplies	$675.63
36319	525	WALL STREET JOURNAL	7/9/2018	Newspaper subscription	$502.88
36320	526	WORLD BOOK INC.	7/9/2018	Books	$393.00
0	537	ALLIANCE BANK	7/9/2018	Direct Deposit Fees - June 2018, Annual Fee, Customer Setup Fee	$102.00
36321	538	BUSINESS CARD	7/9/2018	Dispenser keys, rubber stamps, negative holder, baby changing station, books, Genealogy Conference registions- M. Smith, L. Poortenga, facebook advertising, Management Meeting expenses, Summer Reading supplies & prizes, Budget Workshop expenses	$1,639.22
36322	539	CARDINAL OFFICE PRODUCT	7/9/2018	DeMotte Staff Copier Maintenance 4/19/18-7/6/18	$788.09
36323	540	CENTURYLINK	7/9/2018	Long distance phone service- June 2018	$21.98
36324	541	HP Products	7/9/2018	Janitorial supplies	$1,005.31
36325	542	INDIANA GROCERY GROUP, L	7/9/2018	Program expenses	$15.95
36326	543	POSTMASTER	7/9/2018	Stamps	$1,117.00
36327	544	PRECISION CONTROL SYSTE	7/9/2018	HVAC repair & preventative maintenance parts	$5,388.25
36328	545	QUILL CORPORATION	7/9/2018	Office supplies, cleaning supplies	$212.58
36329	546	UNIQUE MANAGEMENT SERVI	7/9/2018	Collections: Initial/Secondary Placements- June 2018	$134.25

Total Amount of Claims **$78,429.74**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 09, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$78,429.74**

Date this 9th **day of** July **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Budget Committee Meeting
Wednesday, July 25, 2018 8am
Rensselaer Public Library

Review of 2019 Budget Recommendations

Aug

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 13, 2018, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

- Minutes of July Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 10 & R 27)
- Resolution to Continue in the Public Library Internet Consortium (R 27)

General Business

House Demolition – Progress Report (R 27)	Information
2019 Budget (R 27, R 18, & R 25)	Action
Fine Amnesty Event (R 28)	Action

Director's Report (R 27-R 31) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **July 9, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Jody Melton, Janet Umlauf, Natalie Waling, Kristie Housman, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore, Matt Keiser, Melissa Widner
Absent: Janelle Harper, Mark Heinig

Agenda & Consent Agenda Approval: A request to send two staff to the 15th Annual Young Adult Literature Conference was added to the Consent Agenda and the Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Fax Policy revisions, and Reciprocal Borrowing Policy revisions were approved as presented on a motion by K. Housman, seconded by N. Waling. Motion passed.

Quotes – House Demolition: Matt Keiser of Abonmarche reported that the asbestos removal is complete. Abonmarche requested quotes for house demolition from five companies. There was no response from two of the companies; one declined to submit a quote due to workload; one was unable to submit the quote by the due date; and one quote was received from JM Industrial Services. M. Keiser opened the quote from JM Industrial Services and read it aloud. The total quote was $78,450 and included all of the necessary paperwork. K. Housman moved to accept the quote from JM Industrial Services for $78,450 for the demolition of the houses, seconded by J. Melton. Motion passed. Work may commence once contract is signed and may be completed before school begins. Abonmarche will provide a project update at the August board meeting.

Webmaster Report: Webmaster, Melissa Widner, reported that the Library purchased Camtasia video software this year. This has allowed her to do more with creating and editing videos for marketing the library. Taking out audio and adding text to a vendor video so it could play on the Marketing TVs, taking video of crafts/experiments being done at library programs, video of STEM events, and video promoting Teen Tech Week & National Library Week are some of the things that have already been done using the new software. Informational emails to staff pointing out useful features and resources of the website and the staff page are being sent out twice a year. This has helped new staff to know about the tools available to them and has served as a reminder to longer serving staff. The Board asked about the Library's involvement with Twitter. M. Widner explained that the Library does not currently have a Twitter account we are actively using. The use of Twitter has been discussed and is still on the radar, but for now we feel that we reach the most patrons through the Library's Facebook, Instagram, and Pinterest accounts so those are the primary focus.

Long Range Plan Report: P. Stringfellow provided the Board with copies of the Library's current Long Range Plan and an update on where we are with the goals listed in the plan. The plan covers five years, 2015 – 2019, and is required by Indiana Public Library Standards. Before the Long Range Plan was written a community impact survey and a user/non-user survey were conducted to get community input. A question was also posed to community leaders of where they see the community in five years and how the library can be a part of that vision. All of this community input led to the goals outlined in our plan. The plan is composed of information that is required by Indiana Public Library Standards such as our mission statement, demographics, facilities, technology, financial resources, etc. and the Library Goals section.

NILBA Dinner Save-the-Date: The Northwest Indiana Library Board Association (NILBA) will be

hosting a dinner at the Farmhouse on Wednesday, August 29, 2018. This is a continuing education opportunity for the board. Joseph Filapek, Director of Continuing Education at Reaching Across Illinois Library System (RAILS) will provide an overview of general trustee responsibilities. P. Stringfellow will follow up as the date draws nearer to see who would like to attend. The invitation and agenda have not yet arrived.

Director's Report: The Budget Committee will meet on Wednesday, July 25 at 8:00AM in the Rensselaer Library Meeting Room to review budget recommendations. Committee members are: J. Umlauf, chair; M. Heinig, and K. Housman. Based upon our responses to the 2017 Public Library Annual Report the Indiana State Library has determined that we met Indiana Public Library Standards as per (590 iAC6) for 2017. A letter is on file in the business office stating compliance along with the original copy of our submission. We experienced a plumbing problem at DeMotte Library over the 4th of July holiday. The problem was with the plumbing related to a drain in the boiler room upstairs. Plumbing was corrected. Drywall repair and mold remediation will be necessary. P. Stringfellow has contacted Americlean regarding mold remediation and has reported the matter to our insurance agent.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 7:03 PM.

Jody Melton, Secretary

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
July 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	0	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	24	0	4	28
Blu-Ray (DBR)	251	8	4	263
Books on CD (DBKCD)	122	5	1	128
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	118	12	0	130
Digital Audiobooks (DDA)	39	2	1	42
DVD (DDVD)	1724	77	35	1836
Equipment (DEQP)	13	0	0	13
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	653	23	8	684
Fiction Fantasy (DFICF)	4	1	0	5
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	116	3	1	120
Fiction New (DFICNEW)	445	14	14	473
Fiction Science Fiction (DFICSF)	4	3	1	8
Fiction Western (DFICW)	10	1	12	23
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	155	1	2	158
Hanging Bags (DHANG)	27	0	0	27
Hotspots (DWIFI)	33	0	0	33
ILL (DILL)	8	2	0	10
Internet (DINTER)	441	0	0	441
Juv. Audio book (DJAUDB)	38	1	6	45
Juv. Biography (DJBIO)	38	1	0	39
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	23	1	0	24
Juvenile Easy (DJE)	813	11	6	830
Juv. Easy Non-fiction (DJENF)	80	0	0	80
Juv. Easy Reader (DJER)	389	1	3	393
Juv. Fiction (DJFIC)	678	9	14	701
Juv. Holiday books (DJHOL)	16	1	0	17
Juv. Magazine (DJMAG)	33	0	0	33
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	241	10	1	252
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	161	0	0	161
Large Print Fiction (DLPF)	178	8	1	187
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	57	2	1	60
Large Print Nonfic (DLPNF)	17	0	0	17
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	427	0	2	429
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	7	1	0	8
Nonfiction 100 (DNF100)	8	1	0	9
Nonfiction 200 (DNF200)	22	0	0	22
Nonfiction 300 (DNF300)	29	3	1	33
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	7	0	0	7
Nonfiction 600 (DNF600)	142	9	11	162
Nonfiction 700 (DNF700)	28	4	1	33
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	25	3	0	28
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	67	0	0	67
Nonfiction (DNFIC)	6	1	0	7
Nonfiction New (DNFNEW)	148	5	11	164
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	1	0	1
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	0	0	0
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	115	0	116
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	5	0	1	6
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	179	6	1	186
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	15	1	2	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	17	1	21
Blu-Ray (RBR)	3	458	9	470

Books on CD (RBKCD)	5	107	3	115
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	132	1	139
Digital Audiobooks (RDA)	1	47	0	48
DVD (RDVD)	61	2571	40	2672
Equipment (REQP)	0	10	0	10
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	28	560	13	601
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	327	9	356
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	196	0	200
Hanging Bag (RHANG)	0	7	0	7
Hotspots (RWIFI)	0	38	0	38
ILL (RILL)	5	33	0	38
Internet (RINTER)	0	727	0	727
Juv. Audio book (RJAUDB)	1	34	10	45
Juv. Biography (RJBIO)	10	12	1	23
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	25	0	25
Juvenile Easy (RJE)	4	372	7	383
Juv. Easy Non-fiction (RJENF)	0	69	1	70
Juv. Easy Reader (RJER)	9	353	0	362
Juv. Fiction (RJFIC)	32	331	3	366
Juv. Magazine (RJMAG)	0	17	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	224	2	234
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	1	208	1	210
Large Print Fiction (RLPF)	7	223	4	234
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	7	82	1	90
Large Print Nonfic (RLPNF)	0	6	0	6
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	260	0	262
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	0	1
Non-Fiction 100 (RNF100)	0	29	2	31
Non-Fiction 200 (RNF200)	1	32	3	36
Non-Fiction 300 (RNF300)	11	45	5	61
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	0	37	0	37
Non-Fiction 600 (RNF600)	16	145	9	170
Non-Fiction 700 (RNF700)	6	34	2	42
Non-Fiction 800 (RNF800)	1	4	1	6
Non-Fiction 900 (RNF900)	1	29	1	31
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	8	111	5	124

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	29	175	11	215
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	9	0	9
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	9	0	9
SRCS (SRCS) DeMotte	44	7	2	53
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	5	38	45
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	3	1	4
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	95	4	102
YA Music CD (RYACD)	2	26	0	28
YA Nonfiction (RYANF)	0	6	0	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	7	9
Blu-Ray (WBR)	4	7	315	326
Books on CD (WBKCD)	15	13	108	136
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	2	44	54
Digital Audiobooks (WDA)	1	1	30	32
DVD (WDVD)	44	42	1930	2016
Equipment (WEQP)	0	0	4	4
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	35	10	209	254
Fiction Fantasy (WFICF)	0	0	6	6
Fiction Inspirational (WFICI)	14	6	78	98
Fiction Mystery (WFICM)	9	1	30	40
Fiction New (WFICNEW)	45	14	164	223
Fiction Science Fiction (WFICSF)	0	0	4	4
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	4	0	91	95
Hanging Bags (WHANG)	0	0	26	26
Hotspots (WWIFI)	0	0	22	22
ILL (WILL)	5	0	14	19
Internet (WINTER)	0	0	348	348
Juv. Audio book (WJAUDB)	4	3	27	34
Juv. Biography (WJBIO)	3	0	15	18

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	5	0	16	21
Juvenile Easy (WJE)	34	2	636	672
Juv. Easy Non-fiction (WJENF)	3	0	83	86
Juv. Easy Reader (WJER)	14	0	582	596
Juv. Fiction (WJFIC)	73	27	445	545
Juv. Magazine (WJMAG)	0	0	24	24
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	4	164	177
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	10	0	234	244
Large Print Fiction (WLPF)	11	10	69	90
Large Print Inspirational (WLPI)	1	0	6	7
Large Print Mystery (WLPM)	0	0	19	19
Large Print New (WLPN)	13	6	101	120
Large Print Nonfic (WLPNF)	0	0	11	11
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	2	7	226	235
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	0	7	9
Non-Fiction 200 (WNF200)	0	4	12	16
Non-Fiction 300 (WNF300)	0	2	16	18
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	4	4
Non-Fiction 600 (WNF600)	7	5	49	61
Non-Fiction 700 (WNF700)	3	4	10	17
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	5	0	10	15
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	5	83	93
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	9	7	41	57
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	6	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	14	160	192
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	3	0	6	9
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	2	2
TOTAL	8866	8808	6841	24515

CIRCULATION BY HOLDINGS CODE
July 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	0	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	27	19	12	58
Blu-Ray (BR)	261	475	328	1064
Books on CD (BKCD)	142	125	112	379
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	132	146	45	323
Digital Audiobooks (DA)	41	50	31	122
DVD (DVD)	1829	2690	2005	6524
Equipment (EQP)	13	10	4	27
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	716	593	230	1539
Fiction Fantasy (FICF)	4	1	6	11
Fiction Inspirational (FICI)	14	6	78	98
Fiction Mystery (FICM)	125	4	31	160
Fiction New (FICNEW)	510	355	187	1052
Fiction Science Fiction (FICSF)	4	3	5	12
Fiction Western (FICW)	10	1	12	23
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	163	197	93	453
Hanging Bags (HANG)	27	7	26	60
Hotspots (WIFI)	33	38	22	93
ILL (ILL)	18	35	14	67
Internet (INTR)	441	727	348	1516
Juv. Audio book (JAUDB)	43	38	43	124
Juv. Biography (JBIO)	51	13	16	80
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	28	26	16	70
Juvenile Easy (JE)	851	385	649	1885
Juv. Easy Non-Fiction (JENF)	83	**69**	84	236
Juv. Easy Reader (JER)	412	354	585	1351
Juv. Fiction (JFIC)	783	367	462	1612
Juv. Holiday (JHOL)	16	1	0	17

Juv. Magazine (JMAG)	33	17	24	74
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	258	238	167	663
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	1	3
Juv. Toddler (JTOD)	172	208	235	615
Large Print Fiction (LPF)	196	241	74	511
Large Print Inspirational (LPI)	1	0	6	7
Large Print Mystery (LPM)	0	0	19	19
Large Print New (LPN)	77	90	103	270
Large Print Nonfic (LPNF)	17	6	11	34
Large Print Western (LPW)	0	0	2	2
Magazine (MAG)	431	267	228	926
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	2	1	10
Non-Fiction 100 (NF100)	10	30	9	49
Non-Fiction 200 (NF200)	23	36	15	74
Non-Fiction 300 (NF300)	40	50	22	112
Non-Fiction 400 (NF400)	0	2	1	3
Non-Fiction 500 (NF500)	7	37	4	48
Non-Fiction 600 (NF600)	165	159	69	393
Non-Fiction 700 (NF700)	37	42	13	92
Non-Fiction 800 (NF800)	11	5	1	17
Non-Fiction 900 (NF900)	31	32	11	74
Non-Fiction Blu-Ray (NFBR)	3	2	0	5
Non-Fiction DVD (NFDVD)	80	116	88	284
Nonfiction (NFIC)	6	1	1	8
Nonfiction New (NFNEW)	186	187	63	436
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	9	0	9
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	1	0	1
Playaway View (VIEW)	0	0	1	1
Reference (REF)	19	46	56	121
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	2	1	3
Software (SWAR)	1	9	1	11
SRCS (SRCS) DeMotte	44	7	2	53
SRCS (From other libraries III-SRC	1	115	0	116
SRCS (SRCSW) Wheatfield	2	5	38	45
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	5	3	8	16
YA Biography (YAB)	3	0	1	4
YA Books on CD (YABKCD)	0	0	6	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	200	115	165	480
YA Music CD (YACD)	2	26	0	28
YA Nonfiction (YANF)	18	7	8	33

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	3	2	9
				0
Free reads	141	142	39	322
Games/Puzzles	64	27	0	91
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9093	9025	6940	25058

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1802	1439	794	4035
Nonfiction	604	701	304	1609
CHILDREN'S BOOKS				
Fiction	2238	1314	1931	5483
Nonfiction	409	323	268	1000
YA BOOKS				
Fiction	363	312	258	933
Nonfiction	21	7	9	37
Magazines, Adult	431	269	228	928
Magazines, Children	33	17	24	74
Sound Recordings, adult	320	324	202	846
Sound Recordings, ch	100	97	85	282
Online databases	0	0	0	0
Software	1	9	1	11
SRCS	47	127	40	214
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	2173	3283	2422	7878
Equipment	46	48	26	120
Total	8588	8271	6592	23451
A-V Circulation	2594	3713	2710	9017
A-V Circulation as % of total	30.2%	44.9%	41.1%	38.5%

CIRCULATION STATISTICS

July 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	122	1	**1,802**	104	2	**1,439**	86	1	**794**	**4,035**
Nonfiction	52	3	**604**	90	2	**701**	17	1	**304**	**1,609**
CHILDREN'S BKS										
Fiction	76	2	**2,238**	64	2	**1,314**	100	0	**1,931**	**5,483**
Nonfiction	20	0	**409**	37	1	**323**	15	0	**268**	**1,000**
YA BOOKS										
Fiction	27	0	**363**	47	23	**312**	46	0	**258**	**933**
Nonfiction	3	0	**21**	2	0	**7**	0	0	**9**	**37**
Magazines,Adult			**431**			**269**			**228**	**928**
Magazines, Child			**33**			**17**			**24**	**74**
Games, Toys										**0**
Sound Rec/Adult	45	0	**320**	23	1	**324**	47	1	**202**	**846**
Sound Rec/Child	11	0	**100**	12	0	**97**	1	0	**85**	**282**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**9**	0	0	**1**	**11**
SRCS	0	0	**47**	0	0	**127**	0	0	**40**	**214**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**0**	**1**
DVD/BluRay	75	56	**2,173**	114	8	**3,283**	41	7	**2,422**	**7,878**
Equipment			**46**			**48**			**26**	**120**
TOTAL	431	62	**8,588**	493	39	**8,271**	353	10	**6,592**	**23,451**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	83,131	74,571	60,969
Circulation Increase/Decrease	**6.3%**	**0.7%**	**12.3%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	22,164	23,451	5.8%
Jan. to date circulation	155,747	153,583	-1.4%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
22,827	22,948	15,413	15,515	16,527	16,612	**Fiction**
19,104	19,153	18,871	18,959	9,301	9,317	**Nonfiction**
						CHILDREN'S BKS
16,556	16,630	13,694	13,756	12,995	13,095	**Fiction**
9,173	9,193	6,252	6,288	6,850	6,865	**Nonfiction**
						YA BOOKS
2,493	2,520	3,390	3,414	3,163	3,209	**Fiction**
637	640	382	384	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,007	4,052	387	409	4,457	4,503	**Sound Rec/Adult**
734	745	4,450	4,462	888	889	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
						SRCS
106	106					**Vertical Files**
6,778	6,797	10,473	10,579	6,114	6,148	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
82,762	83,131	74,117	74,571	60,626	60,969	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

July 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	256	55	239	52	336	73	831	180
LOCAL HISTORY								
In person	0	0	9	3	0	0	9	3
Letters written	2	2	4	4	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	441	18	727	30	348	15	1516	63
Internet use-Wireless	1984		2325		744		5053	
VCR Use	0	0	0	0	1	0	1	0
Microforms	2	0	7	1	0	0	9	1
Public FAX24	40		25		53		118	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	3	1	42	14	3	1	48	16
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	66		9		0		75	
Outreach activities	27	27	11	7	0	0	38	25
Notarized documents	20	5	10	3	3	1	33	8
Meeting Room Use (no. of grou	39	13	52	17	29	10	120	40
Study room use	48	4	59	5	35	3	142	12
Proctoring	9	5	1	1	1	1	11	6
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2212	
IN-HOUSE USE ITEMS	2649		248		96		2993	
SELF-CHECKOUT USE	165		429		196		790	
INTERLIBRARY LOANS								
Requests made for:							299	75
Items rec'd for:							307	154
Items requested by other librarie							70	
Items supplied to other libraries							64	32

REGISTRATIONS

Total Borrowers	7772	8641	4954	21367
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	298	507	127	932
Number of New Patrons Added	65	56	19	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	3	18	1	6	1	6	5	30
Children's Programs (0-13)	5	30	8	48	8	48	21	126
Number attending	234		187		199		620	
YA Programs (14-17)	4	24	3	18	5	30	12	72
Number attending	84		41		55		180	
Adult Programs	3	18	5	30	0	0	8	48
Number attending	149		98		22		269	
Senior Citizen Programs	6	36	3	18	4	24	13	78
Number attending	44		29		26		99	
Total Number of Programs	**21**	126	**20**	120	**18**	108	**59**	354
Total Persons Attending	**511**		**355**		**302**		**1168**	
Total Attending Same Month Last Yr.	336		251		253		840	
Total Staff Hours Spent		257		256		210	723	974
Total Number of In-House Prograı	**18**		**19**		**17**		**54**	
Total Attendance	**485**		**292**		**295**		**1072**	
Total Number of Outreach Prograı	**3**		**1**		**1**		**5**	
Total Attendance	**26**		**63**		**7**		**96**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3111	36.0%	5358	64.9%	4171	63.9%	12640	54.0%
Corporate	12	0.1%	1	0.0%	0	0.0%	13	0.1%
Juvenile 0-11	107	1.2%	70	0.8%	97	1.5%	274	1.2%
Juvenile-AV	1168	13.5%	895	10.8%	1352	20.7%	3415	14.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	186	2.2%	301	3.6%	89	1.4%	576	2.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	58	0.7%	34	0.4%	1	0.0%	93	0.4%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	6	0.1%	4	0.0%	22	0.3%	32	0.1%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	3	0.0%	0	0.0%	3	0.0%
SRCS	0	0.0%	64	0.8%	0	0.0%	64	0.3%
Staff	3702	42.9%	1179	14.3%	562	8.6%	5443	23.2%
Walking books	62	0.7%	121	1.5%	18	0.3%	201	0.9%
YA 12-17	20	0.2%	43	0.5%	12	0.2%	75	2.5%
YA-AV	198	2.3%	175	2.1%	208	3.2%	581	2.5%
Total	8630		8250		6532		23412	
All items borrowed by nonresidents	250	2.9%	344	4.2%	112	1.7%	706	3.0%

Salary Ordinance 2018
Updated 8/13/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Cheyann Odle	Page	$7.25	8/2/18	9	W
Kathryn Becker	Clerk	$9.97	8/16/18	13	D

We have hired Cheyann Odle as Wheatfield Library Page, replacing Callee Richardson who no longer works at the library.

We have hired Kathryn Becker as DeMotte Library Clerk, replacing Phyllis Brown who no longer works at the library.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 8/13/18.

R 10

Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audio books, computer software, non-fiction videos, and CDs will circulate for 6 weeks, with one renewal of three weeks when necessary. Entertainment video due dates will align with delivery dates.

~~Patrons are not charged~~ Items checked out through the Walking Book Service will not accrue overdue fines.

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; last reviewed 8/16; revised 8/18

	2015 Disbursed	2016 Disbursed	2017 Budget	2017 Disbursed full year	2018 Budget	2018 Disbursed 6/30/2018	2019 Proposed Budget	% of Total 2019 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	$65,503	$67,476	$69,576	$71,824	$75,005	$37,378	$77,251	
1.12 Salary of Assistants	$1,049,490	$1,056,070	$1,081,147	$1,064,351	$1,126,711	$558,919	$1,153,291	
1.13 Wages of Janitor	$73,052	$78,721	$90,743	$79,974	$92,480	$43,421	$95,314	
1.2 Employee benefits								
1.21 Employer: FICA	$88,346	$89,148	$94,972	$90,105	$99,006	$47,356	$101,428	
1.22 Unemployment Comp	$3,434	$6,678	$7,013	$4,691	$4,523	$1,843	$2,482	
1.23 Employer: PERF	$106,058	$107,367	$109,072	$108,304	$114,202	$56,941	$117,580	
1.24 Employer: Group Insur.	$124,491	$123,356	$150,836	$122,424	$146,707	$69,995	$169,655	
1.3 Other personal services								
1.31 Other personal services								
Total Personal Services	$1,510,374	$1,528,815	$1,603,359	$1,541,673	$1,658,634	$815,853	$1,717,001	62.3%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	$455	$86	$600	$228	$600	$84	$500	
2.12 Stationery/printing	$187	$0	$500	$0	$1,000	$0	$1,000	
2.13 Other office supplies	$8,490	$7,513	$8,500	$6,674	$8,500	$2,900	$8,000	
2.2 Operating supplies								
2.21 Cleaning/sanitation	$6,050	$5,414	$6,500	$6,506	$6,500	$2,391	$6,500	
2.22 Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
2.23 Other operating supplies	$6,199	$5,025	$8,000	$5,203	$7,000	$2,382	$6,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	$761	$252	$1,000	$176	$1,000	$170	$2,000	
2.32 Painting supplies	$190	$266	$400	$623	$400	$186	$400	
2.33 Repair parts	$686	$214	$1,000	$552	$1,000	$219	$1,000	
2.4 Other supplies								
2.41 Library supplies	$13,995	$13,127	$15,500	$17,619	$17,650	$6,285	$17,400	
2.42 Marketing supplies	$36	$33	$50	$50	$100	$100	$100	
Total Supplies	$37,051	$31,930	$42,050	$37,631	$43,750	$14,717	$42,900	1.6%

		2015 Disbursed	2016 Disbursed	2017 Budget	2017 Disbursed full year	2018 Budget	2018 Disbursed 6/30/2018	2019 Proposed Budget	% of Total 2018 budget
3	**OTHER SERVICES/CHARGES**								
3.1	**Professional services**								
3.11	Consulting services	$0	$0	$0	$0	$0	$0	$0	
3.12	Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
3.13	Legal services	$4,092	$2,855	$7,500	$5,598	$8,500	$1,110	$7,000	
3.14	Other profess. services	$5,819	$6,860	$26,564	$8,175	$16,800	$1,519	$16,500	
3.145	Databases/Licensing Ser	$23,304	$23,230	$25,427	$26,367	$26,830	$13,801	$25,034	
3.146	E-Books Services	$3,000	$18,500	$16,600	$26,500	$21,600	$24,500	$31,500	
3.147	Apps	$0	$0	$0	$0	$100	$0	$100	
3.2	**Communication/Transportation**								
3.21	Telephone	$3,362	$5,545	$3,800	$6,796	$6,500	$2,310	$12,000	
3.22	Postage	$2,777	$2,103	$3,000	$1,810	$3,000	$77	$2,500	
3.23	Traveling expenses	$19,277	$19,248	$20,000	$16,585	$20,000	$8,322	$20,000	
3.24	Professional mtgs	$7,799	$9,174	$8,500	$7,991	$11,000	$7,600	$12,000	
3.25	Freight/Express	$1,761	$1,416	$2,000	$1,314	$2,000	$632	$1,800	
3.26	Network expenses	$6,311	$8,410	$76,620	$4,526	$77,100	$5,930	$86,400	
3.3	**Printing/Advertising**								
3.31	Adv/Public. of notices	$239	$174	$600	$615	$600	$227	$800	
3.32	Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
3.33	Marketing advertising	$1,767	$1,800	$1,800	$1,818	$1,800	$1,947	$2,500	
3.4	**Insurance**								
3.41	Official bonds	$250	$362	$300	$212	$300	$212	$500	
3.42	Other insurance	$28,948	$25,314	$27,000	$28,434	$29,000	$17,895	$30,000	
3.5	**Utility services**								
3.51	Gas	$17,571	$13,958	$45,000	$19,331	$45,000	$9,205	$25,000	
3.52	Electricity	$88,533	$93,805	$100,000	$98,310	$100,000	$45,409	$110,000	
3.53	Water	$3,662	$3,426	$4,000	$3,158	$4,000	$1,551	$4,000	
3.54	Waste disposal service	$6,532	$7,069	$7,500	$7,311	$8,000	$3,806	$8,000	
3.6	**Repairs/maintenance**								
3.61	Bldgs/Structures	$54,770	$71,811	$117,170	$63,018	$118,270	$18,283	$118,270	
3.62	Equipment	$1,673	$2,265	$3,000	$237	$3,000	$199	$2,000	

		2015 Disbursed	2016 Disbursed	2017 Budget	2017 Disbursed full year	2018 Budget	2018 Disbursed 6/30/2018	2019 Proposed Budget	% of Total 2018
3.7	**Rentals**								
3.71	Real estate	$0	$0	$0	$0	$0	$0	$0	
3.72	Equipment	$268	$280	$300	$288	$300	$219	$300	
3.91	Dues	$1,899	$1,981	$2,200	$1,965	$2,200	$285	$2,000	
3.92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
3.93	Taxes/Assessments	$240	$904	$250	$264	$2,000	$2,495	$300	
3.94	Transfer to LIRF	$0	$35,000	$75,822	$50,000	$60,570	$0	$50,000	
3.95	Book reimbursement	$45	$115	$200	$103	$200	$30	$200	
3.96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
3.97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
3.98	Maintenance/service cor	$109,668	$111,347	$114,233	$109,469	$138,222	$77,971	$112,754	
Total Other Services/Charg		$395,580	$466,953	$689,506	$490,194	$707,012	$245,535	$681,578	24.7%
4	**CAPITAL OUTLAYS**								
4.1	Land	$63,448	$0	$0	$0	$0	$0	$0	
4.2	Buildings	$0	$0	$0	$0	$0	$0	$0	
4.3	Improvements	$0	$0	$0	$0	$0	$0	$0	
4.4	Furniture/equipment	$47,749	$44,784	$82,624	$49,201	$81,150	$1,382	$82,681	
4.5	Other capital outlays		$108		$108	$162	$0	$0	
4.51	Books	$147,766	$143,924	$160,000	$111,157	$160,000	$62,238	$150,000	
4.52	Periodicals,newspapers	$21,321	$20,198	$25,000	$20,804	$25,000	$12,815	$22,000	
4.53	Nonprint materials	$51,165	$49,923	$60,000	$49,528	$60,000	$26,044	$60,000	
Total Capital Outlays		$331,449	$258,938	$327,624	$230,797	$326,312	$102,480	$314,681	11.4%
FUND TOTAL		$2,274,454	$2,286,636	$2,662,539	$2,300,295	$2,735,708	$1,178,586	$2,756,160	

Operating Fund Appropriations
2019 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2019.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2019 budget - 3.400%.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 3% increase in January. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2019. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 15% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for one additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records
Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing
Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -
Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation
Paper products; trash bags

2.23 Other Operating Supplies
fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies
Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (conference costs are going up; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—
Book/nonprint shipping

3.26 Network Expenses-

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices
Legal ads; help wanted ads

3.33 Marketing/Advertising
Promotional products; booth rental

3.41 Official Bonds
Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance
Building insurance; D & O liability insurance

3.51 Gas
Based on history

3.52 Electricity
Based on history

3.53 Water
Based on history

3.54 Waste Disposal Service
Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2017	2018	2019
Telephone System	$250	$0	$0
Exterminators	$750	$750	$750
Boiler inspection	$200	$200	$200
Elevator inspection	$120	$120	$120
Lawn & Tree Treatments	$2,600	$2600	$2600
Lawn/landscaping/mulch	$9,000	$10,000	$11,000
snow removal	$5,000	$5,000	$12,000
Building repairs-Precision, Ziese, etc.	$88,650	$88,000	$80,000
Tree Trimming	$1,000	$2000	$2000
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$4,500	$4,500
Locksmith	$500	$500	$500
Lighting/Electrical Repairs	$4,500	$4,500	$4,500
TOTAL	$117,170	$118,270	$118,270

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals
DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues
MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2017	2018	2019
Pro Account (Flickr)	$25	$25	$25
Precision Controls – D & W HVAC	$11,571	$8,396	$8,396
Simplex	$2,550	$2,550	$2,550
Managed Mobility			$720
Copiers (Common Wealth)	$3,100	$4,000	$4,000
Copiers (Cardinal)	$2,700	$4,000	$5,000
Elevator (Kone)	$1,720	$1,772	$1,825
AVC (financial acctg)	$1,706	$1,676	$1,760
Unique Management	$1,800	$1,800	$1,800
Domain Registration – Go Daddy	$46	$53	$56
Info Express	$300	$300	$300
TLC	$40,247	$41,000	$39,734
Public WebBrowser	$125	$125	$125
One Play	$0	$360	$240
Sophos web/email/firewall exp 2021	$0	$7,807	$0
Roeing – no special projects in 2019	$34,000	$39,130	$34,000
Engaged Patrons Events	$229	$229	$229
Hamstra – W HVAC maintenance	$1,200	$1,200	$1,200
VMware/vSphere virtual server control exp 2020	$210	$0	$0
Meraki (pd. thru 10/19)	$0	$0	$2600
Veeam (back-up maintenance) exp 2020	$1,620	$0	$0
Envisionware (formerly PC Cop)	$1,240	$855	$855
PrinterOn	$1,485	$1,485	$1,485
ESET Anti Virus	$0	$0	$1699
Microfilm Maintenance – 2 units	$835	$1,490	$1,490
Tech Logic Self-Check	$1,248	$1,248	$1,284
Direct Deposit	$500	$500	$500

D & S Web Hosting	$480	$480	$480
CG Smart Shield	$201	$201	$201
Debit/Credit Fees – Square	$260	$260	$200
TOTAL	$114,233	$138,222	$112,754

** Email Archiving ($2,160 last year) and Hotspot ($15,120 last year) have been moved out of 3.98 to another line item

4.3 Improvements

4.4 Equipment $82,681

(D) $5,000

(R) $5,000

(W) $1,500

(A) $32,000

(T) $500 unexpected need

(S) $38,681

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	$2,756,160
Rainy Day Fund	$519,604
Bond & Interest Redemption Fund	$0
Capital Projects Fund	$0
Library Improvement Reserve Fund	$0

R 25

JCPL Fine Amnesty Event Proposal

Who: Patrons with fines at JCPL

What: Fine Amnesty Event

When: The entire month of September - Library Card Sign-up Month

Where: All JCPL libraries

Why: **Fines Happen – Life is Hectic – and We Understand**

How: Any patron who comes into the library during the month of September:

During the month of September, Library Card sign-up month, all staff will verify the "Borrower Information" in TLC on the patron account when an item is checked out. If a patron is not checking an item out, the "Borrower Information" is still checked.

All overdue fines will be waived from their account *** Only overdue fines will be waived (we will not waive the cost of replacement items, processing fees, or collections fees)

Collections patrons – returned items in book drop, normal procedure - same as all year (fine amnesty program does not apply). When items are returned to the circ desk the paper work needs to be filled out (per procedure) and the fines can be waived **remember only fines can be waived NOT item costs, replacement costs, or collection costs).

When items are returned in the book drop, they are handled as normal (pretend the fine amnesty program is not in effect)

Advertise: Sign for Library: "**STOP at the front desk during the month of September to discover how to have your fines reduced or eliminated**"

Submitted by D. Kristoff/Management team 7-18

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS for FUNDING YEAR JULY 1, 2019 THROUGH JUNE 30, 2020

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 13th day of August, 2018, at which meeting a quorum was present.

NAY	AYE

ATTEST:

Secretary

Director's Report
July 2018

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: Three policies are up for review in August: Food, Tobacco, Drug and Alcohol Policy, Walking Books Policy, and Fixed Asset Inventory Policy. No revisions are recommended to the Food, Tobacco, Drug and Alcohol Policy or the Fixed Asset Inventory Policy. Revisions are recommended to the Walking Books Policy. Please see R 10. We are revising this language to clarify that items must be checked out via the Walking Book service to qualify for 'fine free'. **If you approve the Consent Agenda, you will approve the revisions to the Walking Books Policy.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

House Demolition – Progress Report: At the writing of this report we await NIPSCO's retirement of gas and electric lines. Retirement was requested mid July and was supposed to be complete within 2-3 weeks. Once the contractor can confirm that lines are retired, demolition will commence. I have been advised that fencing will be in place around the demolition site no later than August 8 regardless of the status of line retirement. A pre-demolition meeting was held between the contractor and Abonmarche on August 6. You will receive an update at our August meeting.

2019 Budget: A budget overview has been provided in your packet. Please see R 15 and R 18. The Budget Committee consisting of Janet Umlauf (Chair), Mark Heinig, and Kristie Housman met with the Director and Business Manager to review the 2019 Budget on July 25 at 8am. Director and Business Manager met with our DLGF Field Rep on July 25 at 2:30pm (this date and time are assigned

to us). At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget**. We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Fine Amnesty Event: In conjunction with Library Card Sign-Up Month we would like to offer fine amnesty in September. Fine amnesty events are common with public libraries, but in my tenure with JCPL we have never offered one. For us, the goal is simple, to get people back into the library, if fines are holding them back. We want to offer them a fresh start, an opportunity to make a clean sweep of their accounts. This objective lines up with our Long Range Plan Goal 1 – JCPL is a welcoming community hub (hopefully leading to a measurable outcome of an increased number of patrons visiting the library as some of our 'lost' patrons return again) and Long Range Plan Goal 2 – JCPL increases awareness of its services and collections (hopefully leading to a measurable outcome of increased knowledge and increased service and circulation counts as people visit the library to have their fines removed and learn about all that our library has to offer and begin to use the library once again). Program parameters, first developed by our Headquarters and Branch Librarians and as recommended by the Management Team can be found on R 25. In a nutshell the parameters are:

- Who is eligible – patrons with fines at JCPL ***who come into the library*** during the month of September 2018
- When – for the month of September 2018, only
- Where – at all JCPL locations
- Why – Fines Happen. We understand. Make a clean sweep and begin to use your library again.
- What – all overdue fines will be waived – **only overdue fines will be waived (We will not waive the cost of lost items, processing fees, or collections fees.)**

Patrons must come into the library in order to be eligible. **A board vote is required to approve a September 2018 Fine Amnesty Event.**

Director's Report:

We went to the Jasper County Fair in July, passing out library swag and engaging with children and adults alike. We found this to be time well spent and enjoyed marketing the library in this way. We will be doing a 'debriefing' at our next Management Meeting, discussing what worked well and what we would change next year.

We are launching new services! Last month you heard about Hoopla, our latest addition to our collection of online resources patrons can use from home or on the go. Videos, music albums, as well as eBooks and eAudiobooks are available

for download to patron computers, tablets, smartphones – anywhere there is an internet connection. We are very excited about this new service.

We are also close to launching an eMagazine collection via Overdrive, our eBook service. Once launched, patrons will have access to 50 eMagazines all from an app with which they are already familiar. We have not gone live yet, but we are oh so close. We think patrons will love access to eMagazines, another service they can use anywhere there is an internet connection.

In addition to house demolition we are focusing on some other facility-related projects that will be completed in the last half of the year including: curb repairs and removal of a nearly dead tree at Rensselaer Library; replacing DeMotte and Rensselaer fire panels; repairs to the irrigation system at Wheatfield Library; correcting a carpet bubble at Wheatfield Library; mold remediation and repair at DeMotte Library (due to 4th of July plumbing problem and hopefully covered by insurance); parking lot sealing and striping at DeMotte and Rensselaer Libraries; counter and backsplash replacement in the Rensselaer staff lounge (I do have samples of this to share with you at our August meeting); and public copiers for all locations. Most of these items will be covered by our Operating Budget. Funds are available for these necessary projects. Exterior light retrofit to LED is now complete at all locations. We did pay for this project with Rainy Day funds.

Digital Access Cards for Rensselaer Central, Kankakee Valley, DeMotte Christian and Covenant Christian schools will be delivered later this month. We remain excited about these cards which provide easy access to so many wonderful resources for areas students and teachers.

Our Trust Indiana investment is doing well. We continue to be very happy with the rate of return for this investment.

Janet, Rayann and I will attend the August 29 NILBA Dinner at the Farmhouse Restaurant.

System Administrator News

Sheila reports that she scheduled Rensselaer Bandwidth update from 60M to 1G for August 13th at 7am. She assisted Becky with Digital Access Card purge and prep for 2018 school year. She gathered and sorted Rensselaer tech items for recycling/disposal, completing necessary paperwork. Hotspots correction is plodding along with Sprint being oh so slow to correct our woes. At last report 27 Pocket Wifi devices are being configured by 3rd party Manage Mobility. Once they arrive in Rensselaer we'll process as quickly as possible. We do plan to speak with Sprint about account credits for our poor Sprint hotspot experience this year. We will take that matter up once we have the necessary hotspots in hand.

Technical Services News

Becky reports, "There were some holdover problems with TLC and the Hold's Queue. It was skipping priority 4 to go to a priority 5, which shouldn't happen. Kim Hunter brought this problem to me and she is monitoring the situation. The TLC person didn't seem to understand what was causing the problem. I had a meeting with Rayann and Melissa S. to write up some general guidelines for using the Spinner Wheel at the Jasper County Fair. This was our first year at the fair, and there were some bumps but mostly things went well. I'm not sure how many things were given out, but we were able to give away most of our marketing items."

DeMotte Library News

Debbie reports, "Summer Reading 2018 is going strong. Our First Friday concert for "Libraries Rock" was another huge success with 113 people in attendance. What a delight to see so many enjoying our program offerings and viewing the library with more excitement. Marlene assisted Savannah from the Starke County Library with obituary requests. We did not have them, but after some research she found death certificates on Ancestry and the obituaries at the Porter County Library. Marlene scanned and sent her the death certificates and gave her the phone number for Valparaiso. The teen summer reading program had Cupcake Wars with 18 teens decorating cupcakes with inspiration from a favorite song or band. The catch was to use funky ingredients that would not normally be found on cupcakes like Pixie Stix, Cheetos, and more. The teens peer judged each other to vote for their favorite. Some teens had a hard time not eating their cupcake, but everyone left with a unique cupcake, belly full of goodies, and smiles on their faces."

Rensselaer Library News

Janice reports, "Libraries Rock was our theme for this year's summer reading program. We moved to the music, painted rocks, watched the movie "Sing" and played outdoor games. Silly Safaris Animals came to visit and as always any show with animals is a big success. There were a few different animals this year including an owl and an armadillo. We had fun playing outside for our grand finale. As part of the festivities we blew bubbles, drew with chalk and played games. As always our volunteers were fantastic and our staff went above and beyond to make summer reading a big success. Kid's night at the farmers market is growing. More vendors are participating and more kids are coming to enjoy the festivities. We used the spinner wheel to give away prizes and played games with the kids. They had a great time throwing the rubber vegetables into a bucket and trying to put together a fruit shaped puzzle."

Wheatfield Library News

Evie reports, "We completed another year of Summer Reading! Wheatfield's adult summer reading program ended with 87 participants. The children's program had 128 kids complete at least one week's reading requirements and the teen program had 46 complete some reading requirements. A patron came in to drop off her child for the teen program and commented how much she loved the programs being offered for summer reading! I think we may have recognized a few things to do next year to make it better, but overall it was a success! As for building maintenance, Jason has recently installed metal door stops to our meeting room doors, continued cleaning up areas where the spruce trees were removed, and continued painting the exterior doors."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
July 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$197,037.51**	$1,375,623.28	**$80,311.10**	$1,329,390.62	**$695,879.68**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$2,107.74	$10,927.45	$30.45	$13,082.45	**$17,680.04**
DeMotte	$4,601.74	**$674.39**	$4,030.08	**$0.00**	$4,502.88	**$5,074.54**
Rensselaer	$7,026.80	**$907.03**	$4,344.31	**$30.45**	$6,414.31	**$9,096.80**
Wheatfield	$3,896.50	**$526.32**	$2,553.06	**$0.00**	$2,165.26	**$3,508.70**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$20.31**	$135.77	**$231,671.47**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$40,739.53	**($32,679.13)**
Rainy Day Fund Includes Investments of: **$2,033,081.64**	$2,366,108.41	**$1,986.25**	$20,828.25	**$3,413.23**	$19,626.42	**$2,364,906.58**
State Technology Fund Grant Fund	$0.00	**$1,927.50**	$13,492.50	**$0.00**	$20,036.75	**$6,544.25**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$7.09**	$146.64	**$166.88**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$6,693.73**	$50,067.41	**$6,693.73**	$50,067.41	**$0.00**
FICA Tax Collected	$0.00	**$7,662.10**	$55,017.69	**$7,662.10**	$55,017.69	**$0.00**
State Tax Collected	$3,450.69	**$3,694.91**	$24,951.35	**$3,488.95**	$24,989.56	**$3,488.90**
County Tax Collected	$2,657.58	**$2,879.49**	$19,324.70	**$2,695.15**	$19,362.32	**$2,695.20**
Deferred Comp.	$0.00	**$2,490.00**	$17,330.00	**$2,490.00**	$17,330.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$26,057.04	**$3,722.92**	$26,060.44	**$3.40**
Employee Life Insur.	$0.00	**$180.63**	$1,274.41	**$180.62**	$1,276.34	**$1.93**
Employee INPRS	$0.00	**$3,141.48**	$22,544.59	**$3,141.48**	$22,544.59	**$0.00**
Garnishments	$0.00	**$183.80**	$1,145.84	**$160.34**	$1,145.84	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$233,708.07**	**$1,802,227.42**	**$114,017.47**	**$1,640,952.37**	**$3,290,629.20**

Bank Balances

Jasper County Public Library

Report as of: **7/31/2018**

	Bank	
1	Alliance Bank	$1,257,277.56
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,033,081.64
	Total all banks =	**$3,290,629.20**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18
								$3,384.07	Jul-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$19,422.90**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **7/1/2018** ***To*** **7/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$43,628.00	$31,377.00	41.8
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$90,067.09	$648,986.37	$477,724.63	42.4
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,253.20	$50,674.55	$41,805.45	45.2
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,662.10	$55,017.69	$43,988.31	44.4
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$562.66	$2,405.77	$2,117.23	46.8
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,195.87	$66,136.96	$48,065.04	42.1
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,666.18	$81,661.41	$65,045.59	44.3
Subtotal	*$1,658,634.00*		$1,658,634.00	$132,657.50	$948,510.75	$710,123.25	42.8
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$84.21	$515.79	86.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$726.53	$3,626.39	$4,873.61	57.3
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$1,154.60	$3,545.76	$2,954.24	45.4
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$169.78	$2,552.19	$4,447.81	63.5
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$783.50	$953.32	$46.68	4.7
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$47.56	$233.88	$166.12	41.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$218.59	$781.41	78.1
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$2,700.77	$8,985.86	$8,664.14	49.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*		$43,750.00	$5,582.74	$20,300.20	$23,449.80	53.6
3. Other Services and Charge							

F39

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$1,110.00	$7,390.00	86.9
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$600.00	$2,569.05	$14,230.95	84.7
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$1,260.00	$15,060.61	$11,769.39	43.9
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$24,500.00	($2,900.00)	-13.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$1,072.31	$3,382.19	$3,117.81	48.0
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$1,117.00	$1,194.08	$1,805.92	60.2
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,029.61	$9,351.49	$10,648.51	53.2
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$246.87	$7,847.32	$3,152.68	28.7
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$161.92	$793.57	$1,206.43	60.3
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$1,425.51	$7,355.50	$69,744.50	90.5
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$58.33	$285.55	$314.45	52.4
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$15.00	$1,961.97	($161.97)	-9.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$17,895.00	$11,105.00	38.3
3.51	GAS	$45,000.00	$0.00	$45,000.00	$882.65	$10,087.56	$34,912.44	77.6
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$9,641.31	$55,050.42	$44,949.58	44.9
3.53	WATER	$4,000.00	$0.00	$4,000.00	$307.69	$1,858.84	$2,141.16	53.5
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$645.85	$4,451.99	$3,548.01	44.4
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$7,494.65	$25,327.91	$92,942.09	78.6
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$230.65	$69.35	23.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$161.00	$446.00	$1,754.00	79.7
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$10,361.32	$88,332.28	$49,889.72	36.1
	Subtotal	*$707,012.00*		$707,012.00	$36,492.97	$282,028.08	$424,983.92	60.1
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$581.68	$1,964.01	$79,185.99	97.6
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$15,941.71	$78,179.78	$81,820.22	51.1
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$632.88	$13,448.37	$11,551.63	46.2
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,148.03	$31,192.09	$28,807.91	48.0
	Subtotal	*$326,312.00*		$326,312.00	$22,304.30	$124,784.25	$201,527.75	61.8
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$197,037.51	$1,375,623.28	$1,360,084.72	49.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3C

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **7/1/2018** ***To*** **7/31/2018**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$300.00	$1,100.00	$18,900.00	94.5
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$1,686.25	$12,701.25	$52,298.75	80.5
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$0.00	$7,027.00	$101,246.00	93.5
Subtotal	*$193,273.00*		$193,273.00	$1,986.25	$20,828.25	$172,444.75	89.2
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$1,986.25	$20,828.25	$247,444.75	92.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **7/1/2018** ***To*** **7/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,927.50	$13,492.50	($13,492.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,927.50	$13,492.50	($13,492.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,927.50	$13,492.50	($13,492.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From **7/1/2018** *To* **7/31/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36270	476	AARON'S LAWN CARE	7/9/2018	Mowing & edging	$1,240.00
36271	477	ABONMARCHE CONSULTANT	7/9/2018	Demolition Plans & Specifications, Environmental Issues	$1,686.25
36272	478	ACE HARDWARE	7/9/2018	Maintenance supplies	$146.27
36273	479	AMERICAN LIBRARY ASSOCIA	7/9/2018	Bookmarks, brochures	$50.50
36274	480	ANTHEM BLUE CROSS BLUE	7/9/2018	Health Ins. Premiums- July 2018	$13,963.67
36275	481	ANTHEM LIFE	7/9/2018	Life Ins. Premiums- July 2018	$99.54
36276	482	BAKER & TAYLOR	7/9/2018	Books, Continuations, AV, Auto. Yours	$13,543.87
36277	483	BAKER & TAYLOR ENTERTAIN	7/9/2018	DVDs, CDs	$2,908.87
36278	484	BLUETARP FINANCIAL, INC	7/9/2018	Maintenance supplies	$47.56
36279	485	COUNTRYSIDE LANDSCAPIN	7/9/2018	Wh: Start up of irrigation system	$123.75
36280	486	CULLIGAN WATER CONDITIO	7/9/2018	Wh: Water Cooler Rental- July 2018, 5-gallon drinking water- 6	$57.45
36281	487	D & S COMPUTER SERVICES	7/9/2018	Hosting 3rd Quarter 2018	$120.00
36282	488	DELTA DENTAL	7/9/2018	Dental Ins. Premiums- July 2018	$577.98
36283	489	DEMCO	7/9/2018	Library supplies	$405.07
36284	490	DEMOTTE DECORATIVE STO	7/9/2018	Mulch	$746.00
36285	491	EDWARD P. DUMAS	7/9/2018	Legal Assistance: Building Demolition	$300.00
36286	492	ENA SERVICES LLC	7/9/2018	Internet Service- June 2018	$1,927.50
36287	493	ICC BUSINESS PRODUCTS	7/9/2018	Library supplies	$108.96
36288	494	INDIANA DEPT. OF WORKFOR	7/9/2018	2nd Quarter 2018 Unemployment Compensation Pymt	$562.66
36289	495	INDIANA STATE LIBRARY	7/9/2018	Conference registrations	$150.00
36290	496	INDIANA WASTE SERVICE	7/9/2018	DeM: Trash pick-up July 2018	$91.55
36291	497	JASPER COUNTY FAIR ASSO	7/9/2018	Additional electric service for Jasper County Fair Commercial Booth	$15.00
36292	498	JUNIOR LIBRARY GUILD	7/9/2018	Continuations	$3,218.20
36293	499	KANKAKEE VALLEY PUBLISHI	7/9/2018	Best of the Best Thank You ad	$40.00
36294	500	KONE, INC.	7/9/2018	DeM: Quarterly Elevator Maintenance Agreement- 7/1-9/30/2018	$442.74
36295	501	KV POST NEWS	7/9/2018	Newspaper subscriptions Acct # 0046755 & Acct# 0047445	$130.00
36296	502	MIDWEST COLLABORATIVE F	7/9/2018	MCLS Annual Membership Fee	$125.00
36297	503	MIDWEST TAPE	7/9/2018	AV	$445.43
36298	504	NEILE TRAINOR	7/9/2018	Mileage 4/25-6/20/18	$58.86
36299	505	NICHE ACADEMY	7/9/2018	Niche Academy database annual subscription renewal	$1,260.00
36300	506	NIMBO IP LLC	7/9/2018	Monthly Managed Service Fee	$815.00
36301	507	NIPSCO	7/9/2018	Gas & electric service	$5,938.88
36302	508	NITCO	7/9/2018	DeM: Local Phone & Fax Service- July 2018	$177.12
36303	509	OFFICE DEPOT	7/9/2018	Library supplies, Office supplies, Cleaning supplies	$852.20
36304	510	PATTY STRINGFELLOW	7/9/2018	Mileage 6/8-6/19/18	$180.94
36305	511	THE PENWORTHY COMPANY	7/9/2018	Books	$505.67
36306	512	QUALITY LOGO PRODUCTS, I	7/9/2018	Summer Reading Sports Packs	$16.00
36307	513	BARCODES INC. LLC	7/9/2018	Scanners, scanner stands	$581.68
36308	514	RAYANN GILMORE	7/9/2018	Mileage 3/15-6/19/18	$147.80
36309	515	RELIANCE BARCODE SOLUTI	7/9/2018	Barcodes	$675.41
36310	516	RENSSELAER ROTARY CLUB	7/9/2018	May & June 2018 dues & meals	$57.00
36311	517	REPUBLIC SERVICES #715	7/9/2018	Wh: Trash Service-July 2018	$125.80
36312	518	ROEING CORPORATION	7/9/2018	Tech Maintenance Support - 3rd Installment 2018	$8,750.00
36313	519	SILLY SAFARIS	7/9/2018	Summer Reading Program Presenter	$900.00
36314	520	SUNRISE PACKAGING INC.	7/9/2018	Library supplies	$1,124.64

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36315	521	TREASURER OF JASPER COU	7/9/2018	Remittance of delinquent property taxes withheld from employee	$23.46
36316	522	TRUGREEN PROCESSING CE	7/9/2018	Lawn Care Services	$742.65
36317	523	VISION SERVICE PLAN	7/9/2018	Vision Ins. Premiums- July 2018	$226.67
36318	524	WAL-MART COMMUNITY/SYN	7/9/2018	AV, Library supplies, Cleaning supplies, Maintenance supplies	$675.63
36319	525	WALL STREET JOURNAL	7/9/2018	Newspaper subscription	$502.88
36320	526	WORLD BOOK INC.	7/9/2018	Books	$393.00
0	527	PAYROLL	7/10/2018	PAYROLL	$52,291.11
0	528	CHRISTINA SANDERS	7/10/2018	Courier Mileage 6/15 - 6/30/18 (Conf. #684)	$337.90
0	529	GREAT-WEST RETIREMENT S	7/10/2018	Annuity Contributions withheld 6/25/18 Payroll (conf# 688)	$1,245.00
0	530	INDIANA CHILD SUPPORT BU	7/10/2018	Child Support Garnishment: Andrea Prescaro 7/10/2018 Payroll (Payment #1890320180709100014)	$80.17
0	531	INDIANA DEPARTMENT OF RE	7/10/2018	State & County Taxes withheld June 2018 Payrolls (Ref. #91172)	$6,574.40
0	532	INPRS fbo PERF	7/10/2018	INPRS Contributions 7/10/18 Payroll	$6,215.54
0	533	IRS USA TAXPAYMENT	7/10/2018	Federal Withholding, Medicare, & FICA withheld 7/10/18 Payroll & Ins. (Acknowledgement #41128018)	$11,127.38
0	534	SPRINT	7/10/2018	Hotspot Data Service May 12, 2018 - June 11, 2018 (Conf #687)	$1,425.51
0	535	TOWN OF DEMOTTE	7/10/2018	DeM: Water & Sewer Service- June 2018 (Conf. #685)	$198.04
0	536	TOWN OF WHEATFIELD	7/10/2018	Wh: Sewer Service- July 2018 (Conf# 686)	$77.35
0	537	ALLIANCE BANK	7/9/2018	Direct Deposit Fees - June 2018, Annual Fee, Customer Setup Fee	$102.00
36321	538	BUSINESS CARD	7/9/2018	Dispenser keys, rubber stamps, negative holder, baby changing station, books, Genealogy Conference registions- M. Smith, L. Poortenga, facebook advertising, Management Meeting expenses, Summer Reading supplies & prizes, Budget Workshop expenses	$1,639.22
36322	539	CARDINAL OFFICE PRODUCT	7/9/2018	DeMotte Staff Copier Maintenance 4/19/18-7/6/18	$788.09
36323	540	CENTURYLINK	7/9/2018	Long distance phone service- June 2018	$21.98
36324	541	HP Products	7/9/2018	Janitorial supplies	$1,005.31
36325	542	INDIANA GROCERY GROUP, L	7/9/2018	Program expenses	$15.95
36326	543	POSTMASTER	7/9/2018	Stamps	$1,117.00
36327	544	PRECISION CONTROL SYSTE	7/9/2018	HVAC repair & preventative maintenance parts	$5,388.25
36328	545	QUILL CORPORATION	7/9/2018	Office supplies, cleaning supplies	$212.58
36329	546	UNIQUE MANAGEMENT SERVI	7/9/2018	Collections: Initial/Secondary Placements- June 2018	$134.25
0	547	PAYROLL	7/25/2018	PAYROLL	$51,279.58
0	548	AFLAC	7/9/2018	Supplemental Insurance Julu 2018 (Conf #689)	$701.88
0	549	CENTURYLINK	7/9/2018	WH: Local Phone Service July 2018 (Conf #692)	$58.21
0	550	CHRISTINA SANDERS	7/9/2018	Courier Mileage 7/1 - 7/15/18 (Conf. #690)	$304.11
0	551	CITY OF RENSSELAER	7/9/2018	RENS: Utilities 6/8 - 7/10/2018 (Conf. #691)	$5,000.38
0	552	GREAT-WEST RETIREMENT S	7/9/2018	Annuity Contributions withheld 7/1/18 Payroll (conf# 693)	$1,245.00
0	553	INDIANA CHILD SUPPORT BU	7/9/2018	Child Support Garnishment: Andrea Prescaro 7/25/2018 Payroll (Payment #1890320180723100615)	$80.17
0	554	INPRS fbo PERF	7/9/2018	INPRS Contributions 7/25/18 Payroll	$6,121.81
0	555	IRS USA TAXPAYMENT	7/9/2018	Federal Withholding, Medicare, & FICA withheld 7/25/18 Payroll & Ins. (Acknowledgement #72542757)	$10,890.55
0	556	SQUARE, INC	7/31/2018	Merchant Processing Fees- July 2018	$24.24

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$233,708.07**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 06, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$233,708.07**

Date this 13th **day of** August **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,587.47	$18,549.93
DeMotte	$817.44	$5,731.16		
Rensselaer	$1,072.99	$7,932.16		
Wheatfield	$697.04	$4,886.61		
PHOTOCOPIES:			$811.20	$6,398.53
DeMotte	$267.50	$2,318.55		
Rensselaer	$357.40	$2,833.08		
Wheatfield	$186.30	$1,246.90		
INTEREST (Checking, Repurchase, CDs):			$65.44	$323.23
TAXES:			$76,695.72	$1,301,920.46
Property Tax	$0.00	$689,272.81		
LOIT	$17,903.55	$125,324.85		
License Excise Tax	$0.00	$60,242.07		
Financial Institution Tax	$0.00	$1,406.88		
CVET(Commercial Vehicle Excise)	$0.00	$6,817.66		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$418,856.19		
TAXABLE SALES:-			$1.27	$45.92
REFUNDS:			$150.00	$2,152.55
Rebates/Refund	$50.00	$60.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$1,650.00		
Reimbursement	$0.00	$409.81		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$80,311.10**	**$1,329,390.62**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$30.45	$13,082.45
DeMotte	$0.00	$4,502.88		
Rensselaer	$30.45	$6,414.31		
Wheatfield	$0.00	$2,165.26		
LIB. IMPROV. RESERVE FUND:			$20.31	$135.77
Interest Earned	$20.31	$135.77		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$40,739.53
Property Tax	$0.00	$37,552.65		
License Excise Tax	$0.00	$2,804.05		
Financial Institution Tax	$0.00	$65.49		
CVET(Commercial Vehicle Excise)	$0.00	$317.34		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,413.23	$19,626.42
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,413.23	$19,626.42		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$7.09	$146.64
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$83,782.18**	**$1,423,158.18**

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WITHHOLDING ACCOUNT FUNDS:			$30,235.29	$217,794.19
FIT Tax Collected	$6,693.73	$50,067.41		
FICA Collected	$7,662.10	$55,017.69		
State Tax Collected	$3,488.95	$24,989.56		
County Tax Collected	$2,695.15	$19,362.32		
Deferred Comp Plan	$2,490.00	$17,330.00		
Pre-tax Insurance Plans	$3,722.92	$26,060.44		
Life Insurance	$180.62	$1,276.34		
INPRS	$3,141.48	$22,544.59		
Garnishments	$160.34	$1,145.84		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS			**$114,017.47**	**$1,640,952.37**

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Voucher List

Jasper County Public Library

Report Date: From **8/1/2018** *To* **8/13/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	557	PAYROLL	8/10/2018	PAYROLL	$56,260.55
36330	558	AARON'S LAWN CARE	8/13/2018	Mowing & edging	$1,515.00
36331	559	ABONMARCHE CONSULTANT	8/13/2018	DeMotte Property: Environmental Issues	$813.75
36332	560	ACE HARDWARE	8/13/2018	Maintenance supplies	$81.99
36333	561	ANDREA PRESCARO	8/13/2018	Mileage 4/25-8/1/18	$17.99
36334	562	ANTHEM BLUE CROSS BLUE	8/13/2018	Health Ins. Premiums- August 2018	$13,963.67
36335	563	ANTHEM LIFE	8/13/2018	Life Ins. Premiums- August 2018, N. Trainor- June & July premiums	$110.34
36336	564	BAKER & TAYLOR	8/13/2018	Books, Continuations, AV, Auto. Yours, B & T Licenses	$12,257.38
36337	565	BAKER & TAYLOR ENTERTAIN	8/13/2018	AV	$3,423.23
36338	566	BLUETARP FINANCIAL, INC	8/13/2018	Maintenance supplies	$155.47
36339	567	BUSINESS CARD	8/13/2018	Library supplies, equipment, professional services	$968.58
36340	568	CENTURYLINK	8/13/2018	Long distance phone service- July 2018	$21.94
36341	569	CIRCLE SUPPLY	8/13/2018	Plumbing repair parts	$10.77
36342	570	COMMONWEALTH TECHNOLO	8/13/2018	Wh & Rens: staff copier quarterly service agreements	$1,270.41
36343	571	CULLIGAN WATER CONDITIO	8/13/2018	Wh: Water Cooler Rental- August 2018	$11.95
36344	572	DEBORAH KRISTOFF	8/13/2018	Mileage 4/27-7/15/18	$117.18
36345	573	DELTA DENTAL	8/13/2018	Dental Ins. Premiums- August 2018	$577.98
36346	574	DONNA BARKO	8/13/2018	Mileage 6/4-8/2/18	$36.46
36347	575	EDWARD P. DUMAS	8/13/2018	Legal Assistance: Building Demolition	$200.00
36348	576	ENA SERVICES LLC	8/13/2018	Internet Service- July 2018	$997.50
36349	577	ENVISIONWARE, INC.	8/13/2018	Patron computer reservation software annual maintenance	$855.00
36350	578	GOVCONNECTION, INC.	8/13/2018	HDMI cables	$21.80
36351	579	GREY HOUSE PUBLISHING	8/13/2018	Continuations	$862.10
36352	580	HAINES & COMPANY, INC.	8/13/2018	Continuations	$414.50
36353	581	HP PRODUCTS	8/13/2018	Janitorial supplies	$924.61
36354	582	ICC BUSINESS PRODUCTS	8/13/2018	Office supplies	$130.50
36355	583	INDIANA GROCERY GROUP, L	8/13/2018	Management Meeting expenses, children's program expenses	$43.07
36356	584	INDIANA WASTE SERVICE	8/13/2018	DeM: Trash pick-up July 2018	$91.55
36357	585	Krooswyk Plumbing, Heating &	8/13/2018	DeM: Plumbing repair	$481.74
36358	586	LINDA POORTENGA	8/13/2018	Mileage 6/21-7/20/18	$65.95
36359	587	MELISSA SMITH	8/13/2018	Mileage 7/20/18	$109.55
36360	588	MIDWEST TAPE	8/13/2018	AV	$1,047.42
36361	589	NICKOLE HACHLICA	8/13/2018	Mileage 7/20/18	$118.81
36362	590	NIMBO IP LLC	8/13/2018	Monthly Managed Service Fee	$815.00
36363	591	NIPSCO	8/13/2018	DeM & Wh: Gas & electric service	$6,536.58
36364	592	NITCO	8/13/2018	DeM: Local Phone & Fax Service- August 2018	$177.12
36365	593	NORTHWEST GEOTHERMAL I	8/13/2018	Rens: Electrical & Lighting- LED retrofit outdoor lights	$7,250.00
36366	594	OFFICE DEPOT	8/13/2018	Office, janitorial, & library supplies	$379.36
36367	595	PATTY STRINGFELLOW	8/13/2018	Mileage 7/5-7/11/18	$47.96
36368	596	PRECISION CONTROL SYSTE	8/13/2018	3rd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2018); Rens: HVAC repair	$4,816.00
36369	597	PULASKI COUNTY PUBLIC LIB	8/13/2018	NILBA Meeting registrations- J. Umlauf, R. Gilmore, P. Stringfellow	$150.00
36370	598	QUILL CORPORATION	8/13/2018	Office, janitorial, & library supplies	$315.68
36371	599	RAINBOW BOOK COMPANY	8/13/2018	Books	$427.56
36372	600	RENSSELAER CHAMBER OF C	8/13/2018	Chamber Meeting Expenses: January - June 2018	$50.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36373	601	RENSSELAER LAUNDRY ROO	8/13/2018	Laundry	$20.00
36374	602	REPUBLIC SERVICES #715	8/13/2018	Wh: Trash Service- August 2018	$125.80
36375	603	ROEING CORPORATION	8/13/2018	C2G 8in display port to VGA adapter converter	$29.00
36376	604	S & S WORLDWIDE, INC	8/13/2018	Children's supply	$16.94
36377	605	SAFE ENVIRONMENTAL CORP	8/13/2018	Asbestos removal at 200 & 220 10th Street DeMotte properties	$18,150.00
36378	606	SHANNON HELDAK	8/13/2018	Mileage 6/14-7/16/18	$100.83
36379	607	SHOPKO STORES OPERATIN	8/13/2018	Teen Summer Reading program supplies	$13.86
36380	608	SMITH FARM STORE	8/13/2018	Fruit tree spray, mulch	$45.89
36381	609	THE LIBRARY CORPORATION	8/13/2018	Library Serials Support November 2018 - October 2019 Acct# 960058	$2,606.00
36382	610	THE TIMES	8/13/2018	DeM: Newspaper subscription Acct# 170-00009893	$353.21
36383	611	THOMSON REUTERS - WEST	8/13/2018	Continuations	$475.00
36384	612	TRUGREEN PROCESSING CE	8/13/2018	Wh: Ornamental Bed Weed Control	$210.70
36385	613	UNIQUE MANAGEMENT SERVI	8/13/2018	Collections: Initial/Secondary Placements- July 2018	$125.30
36386	614	VERSANT FUNDING	8/13/2018	Smart Shield licenses & annual maintenance	$203.00
0	615	CHRISTINA SANDERS	8/10/2018	Courier Mileage 7/16 - 7/31/18 (Conf. #696)	$405.48
0	616	GREAT-WEST RETIREMENT S	8/10/2018	Annuity Contributions withheld 8/10/18 Payroll (conf# 698)	$1,395.00
0	617	INDIANA CHILD SUPPORT BU	8/10/2018	Child Support Garnishment: Andrea Prescaro 8/10/18 Payroll (Payment #1890320180808125823)	$80.17
0	618	INPRS fbo PERF	8/10/2018	INPRS Contributions 8/10/18 Payroll	$6,680.28
0	619	INDIANA DEPARTMENT OF RE	8/10/2018	State & County Taxes withheld July 2018 Payrolls (Ref. #82859)	$6,184.10
0	620	IRS USA TAXPAYMENT	8/10/2018	Federal Withholding, Medicare, & FICA withheld 8/10/18 Payroll & Ins. (Acknowledgement #25313610)	$12,130.03
0	621	SPRINT	8/10/2018	Hotspot Data Service June 12, 2018 - July 11, 2018 (Conf #694)	$1,408.79
0	622	TOWN OF DEMOTTE	8/10/2018	DeM: Water & Sewer Service- July 2018 (Conf. #695)	$168.10
0	623	TOWN OF WHEATFIELD	8/10/2018	Wh: Sewer Service- August 2018 (Conf# 697)	$77.35
36387	624	VISION SERVICE PLAN	8/13/2018	Vision Ins. Premiums- August 2018	$226.67
36388	625	WAL-MART COMMUNITY/SYN	8/13/2018	Library supplies, AV	$206.57
36389	626	WHEATFIELD CHAMBER OF C	8/13/2018	Wh: Chamber Membership Dues 2018-2019	$100.00
36390	627	ZIESE PLUMBING, HEATING, &	8/13/2018	Wh: Install new water heater	$2,897.00
36391	628	A. E. BOYCE COMPANY, INC.	8/13/2018	Vendor checks	$228.83
36392	629	CENTURYLINK	8/13/2018	Rens & Wh: Fax lines	$82.03
36393	630	GRAINGER	8/13/2018	Janitorial & maintenance supplies	$67.06
36394	631	KIRBY RISK CORPORATION	8/13/2018	Light bulbs, ballasts	$275.00
36395	632	RACHAEL CAVINDER	8/13/2018	Mileage 6/7-7/24/18	$44.69
36396	633	RAINBOW PRINTING	8/13/2018	Digital Access Cards	$636.00
36397	634	SUNRISE PACKAGING INC.	8/13/2018	Audiobook cases	$850.44
36398	635	TRUGREEN PROCESSING CE	8/13/2018	DeM: Insect & disease control treatment	$103.95

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F6c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$175,667.07**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 13, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$175,667.07**

Date this 13th **day of** August **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Sept

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 10, 2018, 6pm
Wheatfield Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

Minutes of August Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 12)

General Business

2019 Budget Hearing (R 12)	Action
Wheatfield Library Annual Report (R 12)	Information
House Demolition – Progress Report (R 12)	Information
Fine Forgiveness Program (R 12)	Action

Director's Report (R 12-R 16) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

August 13, 2018
Rensselaer Library

Present: Jody Melton, Janelle Harper, Kristie Housman, Mark Heinig, Patricia Stringfellow, Rayann Gilmore
Absent: Janet Umlauf, Kevin Kaluf, Natalie Waling

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinanace update, Walking Books Policy revisions, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by M. Heinig, seconded by K. Housman. Motion passed.

House Demolition – Progress Report: Allison Atkinson, from Abonmarche, has been in touch and as of Friday, August 10 NIPSCO has not retired the lines. Retirement was requested mid July and was supposed to be complete within 2-3 weeks. Once the contractor can confirm that lines are retired, demolition will commence. Demolition will start August 16 at the earliest. A pre-demolition meeting was held between the contractor and Abonmarche on August 6.

2019 Budget: The Budget Committee consisting of J. Umlauf (Chair), M. Heinig, and K. Housman met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2019 Budget. The growth quotient for the 2019 Budget is 3.4%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep on July 25. This meeting went well. The total of the combined budgets for Operating ($2,756,160) and Rainy Day ($519,604) is $3,275,764. The bond was retired at the beginning of 2018 so there is no BIRF budget this year. K. Housman moved to advertise the 2019 Budget as presented, seconded by J. Harper. Motion passed.

Fine Amnesty Event: P. Stringfellow explained that in conjunction with Library Card Sign-Up Month we would like to offer fine amnesty in September. Fine amnesty events are common with public libraries, but in my tenure with JCPL we have never offered one. For us, the goal is simple, to get people back into the library, if fines are holding them back. For the month of September 2018, only, patrons with fines can come into any JCPL location and have all their overdue fines waived. We will not waive the cost of lost items, processing fees, or collections fees. Patrons must come into the library in order to be eligible. The Board suggested using the terminology Fine Forgiveness instead of Fine Amnesty. M. Heinig moved to approve holding the fine forgiveness event in September 2018, seconded by K. Housman. Motion passed.

Director's Report: P. Stringfellow reported replacement hotspots were received on Friday. We hope to have these circulating by Wednesday, August 15. We went to the Jasper County Fair in July, passing out library swag and engaging with children and adults alike. We found this to be time well spent and enjoyed marketing the library in this way. We will be doing a 'debriefing' at out next Management Meeting, discussing what worked well and what we would change next year. Hoopla is now available to patrons. We are close to launching an eMagazine collection via Overdrive, our ebook service. Once launched, patrons will have access to 50 eMagazines all from an app with which they are already familiar. In addition to house demolition, P. Stringfellow outlined some other facility-related projects that will be focused on in the last half of the year. Digital Access Cards for Rensselaer Central, Kankakee Valley, DeMotte Christian, and Covenant Christian schools will be delivered later this month.

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:40 PM.

Janelle Harper, Secretary Pro-Tem

Attest: J. Melton, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
August 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	14	0	1	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	23	1	5	29
Blu-Ray (DBR)	220	9	12	241
Books on CD (DBKCD)	94	10	2	106
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	86	7	1	94
Digital Audiobooks (DDA)	18	0	0	18
DVD (DDVD)	1645	100	74	1819
Equipment (DEQP)	9	0	0	9
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	639	20	14	673
Fiction Fantasy (DFICF)	3	2	0	5
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	81	7	3	91
Fiction New (DFICNEW)	466	11	12	489
Fiction Science Fiction (DFICSF)	10	2	2	14
Fiction Western (DFICW)	15	0	8	23
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	123	1	3	127
Hanging Bags (DHANG)	13	0	0	13
Hotspots (DWIFI)	28	0	0	28
ILL (DILL)	18	0	0	18
Internet (DINTER)	459	0	0	459
Juv. Audio book (DJAUDB)	29	2	1	32
Juv. Biography (DJBIO)	27	4	0	31
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	18	0	1	19
Juvenile Easy (DJE)	639	11	31	681
Juv. Easy Non-fiction (DJENF)	44	0	0	44
Juv. Easy Reader (DJER)	314	8	8	330
Juv. Fiction (DJFIC)	487	9	10	506
Juv. Holiday books (DJHOL)	8	0	0	8
Juv. Magazine (DJMAG)	32	0	0	32
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	267	41	7	315
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	12	0	0	12
Juv. Toddler (DJTOD)	163	0	2	165
Large Print Fiction (DLPF)	140	13	10	163
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	98	3	0	101
Large Print Nonfic (DLPNF)	10	0	0	10
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	421	17	4	442
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	0	5
Nonfiction 100 (DNF100)	11	3	1	15
Nonfiction 200 (DNF200)	15	1	3	19
Nonfiction 300 (DNF300)	29	1	0	30
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	16	1	1	18
Nonfiction 600 (DNF600)	104	7	4	115
Nonfiction 700 (DNF700)	39	6	1	46
Nonfiction 800 (DNF800)	10	1	1	12
Nonfiction 900 (DNF900)	33	5	5	43
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	42	2	0	44
Nonfiction (DNFIC)	6	1	1	8
Nonfiction New (DNFNEW)	114	14	7	135
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	3	0	0	3
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	120	0	120
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	1	1	4
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	111	8	5	124
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	15	0	1	16
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	17	0	21
Blu-Ray (RBR)	5	474	22	501

Books on CD (RBKCD)	4	102	2	108
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	257	2	265
Digital Audiobooks (RDA)	2	27	0	29
DVD (RDVD)	54	2722	61	2837
Equipment (REQP)	0	12	0	12
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	30	467	20	517
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	8	304	3	315
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	6	120	2	128
Hanging Bag (RHANG)	0	1	0	1
Hotspots (RWIFI)	0	38	0	38
ILL (RILL)	11	17	0	28
Internet (RINTER)	0	715	0	715
Juv. Audio book (RJAUDB)	1	20	0	21
Juv. Biography (RJBIO)	7	12	1	20
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	17	2	20
Juvenile Easy (RJE)	15	399	12	426
Juv. Easy Non-fiction (RJENF)	1	65	1	67
Juv. Easy Reader (RJER)	7	308	4	319
Juv. Fiction (RJFIC)	18	338	4	360
Juv. Magazine (RJMAG)	0	11	0	11
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	274	8	284
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	4	0	4
Juv. Toddler (RJTOD)	0	189	9	198
Large Print Fiction (RLPF)	4	172	3	179
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	100	0	102
Large Print Nonfic (RLPNF)	0	7	0	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	231	0	231
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	0	1
Non-Fiction 100 (RNF100)	3	16	0	19
Non-Fiction 200 (RNF200)	3	27	2	32
Non-Fiction 300 (RNF300)	9	41	2	52
Non-Fiction 400 (RNF400)	1	1	0	2
Non-Fiction 500 (RNF500)	2	20	2	24
Non-Fiction 600 (RNF600)	13	163	9	185
Non-Fiction 700 (RNF700)	1	50	2	53
Non-Fiction 800 (RNF800)	2	2	0	4
Non-Fiction 900 (RNF900)	2	24	8	34
Nonfiction Blu-Ray (RNFBR)	0	6	0	6
Nonfiction DVD (RNFDVD)	0	138	3	141

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	19	157	12	188
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	13	0	13
SRCS (SRCS) DeMotte	56	2	0	58
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	6	56	63
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	4	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	76	4	90
YA Music CD (RYACD)	0	26	2	28
YA Nonfiction (RYANF)	0	5	0	5
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	3	13	16
Blu-Ray (WBR)	3	7	275	285
Books on CD (WBKCD)	12	23	117	152
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	12	3	76	91
Digital Audiobooks (WDA)	6	1	23	30
DVD (WDVD)	39	77	1860	1976
Equipment (WEQP)	0	0	9	9
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	20	11	228	259
Fiction Fantasy (WFICF)	2	0	4	6
Fiction Inspirational (WFICI)	15	0	63	78
Fiction Mystery (WFICM)	7	2	48	57
Fiction New (WFICNEW)	20	17	195	232
Fiction Science Fiction (WFICSF)	1	1	8	10
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	6	3	61	70
Hanging Bags (WHANG)	0	0	5	5
Hotspots (WWIFI)	0	0	33	33
ILL (WILL)	1	0	17	18
Internet (WINTER)	0	0	326	326
Juv. Audio book (WJAUDB)	0	1	11	12
Juv. Biography (WJBIO)	5	0	4	9

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	2	22	24
Juvenile Easy (WJE)	12	18	472	502
Juv. Easy Non-fiction (WJENF)	0	0	33	33
Juv. Easy Reader (WJER)	2	2	223	227
Juv. Fiction (WJFIC)	33	15	210	258
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	4	21	118	143
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	3	3
Juv. Toddler (WJTOD)	1	0	175	176
Large Print Fiction (WLPF)	7	7	78	92
Large Print Inspirational (WLPI)	0	0	6	6
Large Print Mystery (WLPM)	0	1	6	7
Large Print New (WLPN)	7	6	98	111
Large Print Nonfic (WLPNF)	0	0	6	6
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	7	0	214	221
Non-Fiction 000 (WNF000)	0	1	3	4
Non-Fiction 100 (WNF100)	0	2	4	6
Non-Fiction 200 (WNF200)	1	1	8	10
Non-Fiction 300 (WNF300)	1	1	21	23
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	10	3	53	66
Non-Fiction 700 (WNF700)	0	4	16	20
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	6	3	20	29
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	3	96	100
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	6	39	52
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	1	2
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	8	108	128
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	1	1	5	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7820	8904	5955	22679

CIRCULATION BY HOLDINGS CODE
August 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	14	0	1	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	27	21	18	66
Blu-Ray (BR)	229	496	310	1035
Books on CD (BKCD)	110	135	121	366
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	104	267	79	450
Digital Audiobooks (DA)	26	28	23	77
DVD (DVD)	1738	2899	1995	6632
Equipment (EQP)	9	12	9	30
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	689	498	262	1449
Fiction Fantasy (FICF)	5	2	4	11
Fiction Inspirational (FICI)	15	0	63	78
Fiction Mystery (FICM)	88	9	51	148
Fiction New (FICNEW)	494	332	210	1036
Fiction Science Fiction (FICSF)	11	3	10	24
Fiction Western (FICW)	15	0	8	23
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	135	124	66	325
Hanging Bags (HANG)	13	1	5	19
Hotspots (WIFI)	28	38	33	99
ILL (ILL)	30	17	17	64
Internet (INTR)	459	715	326	1500
Juv. Audio book (JAUDB)	30	23	12	65
Juv. Biography (JBIO)	39	16	5	60
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	19	25	63
Juvenile Easy (JE)	666	428	515	1609
Juv. Easy Non-Fiction (JENF)	45	**65**	34	144
Juv. Easy Reader (JER)	323	318	235	876
Juv. Fiction (JFIC)	538	362	224	1124
Juv. Holiday (JHOL)	8	0	0	8

Juv. Magazine (JMAG)	32	11	18	61
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	273	336	133	742
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	12	4	3	19
Juv. Toddler (JTOD)	164	189	186	539
Large Print Fiction (LPF)	151	192	91	434
Large Print Inspirational (LPI)	0	0	6	6
Large Print Mystery (LPM)	0	1	6	7
Large Print New (LPN)	107	109	98	314
Large Print Nonfic (LPNF)	10	7	6	23
Large Print Western (LPW)	0	0	2	2
Magazine (MAG)	428	248	218	894
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	2	3	10
Non-Fiction 100 (NF100)	14	21	5	40
Non-Fiction 200 (NF200)	19	29	13	61
Non-Fiction 300 (NF300)	39	43	23	105
Non-Fiction 400 (NF400)	2	1	1	4
Non-Fiction 500 (NF500)	18	21	8	47
Non-Fiction 600 (NF600)	127	173	66	366
Non-Fiction 700 (NF700)	40	60	19	119
Non-Fiction 800 (NF800)	12	3	7	22
Non-Fiction 900 (NF900)	41	32	33	106
Non-Fiction Blu-Ray (NFBR)	1	6	1	8
Non-Fiction DVD (NFDVD)	43	143	99	285
Nonfiction (NFIC)	6	1	1	8
Nonfiction New (NFNEW)	140	177	58	375
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	1	1
Reference (REF)	22	35	46	103
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	0	0	10
Software (SWAR)	3	13	0	16
SRCS (SRCS) DeMotte	56	2	0	58
SRCS (From other libraries III-SRC	0	120	0	120
SRCS (SRCSW) Wheatfield	1	6	56	63
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	3	5	5	13
YA Biography (YAB)	2	0	1	3
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	133	92	117	342
YA Music CD (YACD)	0	26	2	28
YA Nonfiction (YANF)	16	6	6	28

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	1	1	7
				0
Free reads	237	224	33	494
Games/Puzzles	92	85	0	177
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8172	9254	6037	23463

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1817	1371	845	4033
Nonfiction	563	645	324	1532
CHILDREN'S BOOKS				
Fiction	1705	1297	1161	4163
Nonfiction	377	421	175	973
YA BOOKS				
Fiction	268	216	183	667
Nonfiction	18	6	7	31
Magazines, Adult	428	248	218	894
Magazines, Children	32	11	18	61
Sound Recordings, adult	243	435	232	910
Sound Recordings, ch	62	69	44	175
Online databases	0	0	0	0
Software	3	13	0	16
SRCS	57	128	56	241
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2011	3544	2406	7961
Equipment	37	50	42	129
Total	7621	8454	5711	21786
A-V Circulation	2319	4061	2682	9062
A-V Circulation as % of total	30.4%	48.0%	47.0%	41.6%

CIRCULATION STATISTICS

August 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	115	2	**1,817**	79	0	**1,371**	110	0	**845**	**4,033**
Nonfiction	70	3	**563**	69	9	**645**	33	181	**324**	**1,532**
CHILDREN'S BKS										
Fiction	40	0	**1,705**	80	3	**1,297**	43	1	**1,161**	**4,163**
Nonfiction	21	0	**377**	33	0	**421**	5	26	**175**	**973**
YA BOOKS										
Fiction	30	0	**268**	24	163	**216**	21	81	**183**	**667**
Nonfiction	0	0	**18**	2	0	**6**	0	0	**7**	**31**
Magazines,Adult			**428**			**248**			**218**	**894**
Magazines, Child			**32**			**11**			**18**	**61**
Games, Toys			**0**			**0**			**0**	**0**
Sound Rec/Adult	21	0	**243**	1	0	**435**	23	1	**232**	**910**
Sound Rec/Child	1	0	**62**	1	0	**69**	0	0	**44**	**175**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**3**	0	0	**13**	0	0	**0**	**16**
SRCS	0	0	**57**	0	0	**128**	0	0	**56**	**241**
Vertical Files	0	0	**0**	0	0	**0**	44	0	**0**	**0**
DVD/BluRay	83	3	**2,011**	103	2	**3,544**	0		**2,406**	**7,961**
Equipment	0	0	**37**			**50**			**42**	**129**
TOTAL	381	8	**7,621**	392	177	**8,454**	279	290	**5,711**	**21,786**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	83,504	74,786	60,958
Circulation Increase/Decrease	**-0.8%**	**6.1%**	**-11.5%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	22,104	21,786	-1.4%
Jan. to date circulation	177,851	175,369	-1.4%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
22,948	23,061	15,515	15,594	16,612	16,722	**Fiction**
19,153	19,220	18,959	19,019	9,317	9,169	**Nonfiction**
						CHILDREN'S BKS
16,630	16,670	13,756	13,833	13,095	13,137	**Fiction**
9,193	9,214	6,288	6,321	6,865	6,844	**Nonfiction**
						YA BOOKS
2,520	2,550	3,414	3,275	3,209	3,149	**Fiction**
640	640	384	386	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,052	4,073	409	410	4,503	4,525	**Sound Rec/Adult**
745	746	4,462	4,463	889	889	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
				0	0	**SRCS**
106	106			0	44	**Vertical Files**
6,797	6,877	10,579	10,680	6,148	6,148	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
83,131	83,504	74,571	74,786	60,969	60,958	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

August 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	378	82	261	57	274	59	913	198
LOCAL HISTORY								
In person	4	1	12	3	4	1	20	6
Letters written	3	3	12	12	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	459	19	715	30	326	14	1500	63
Internet use-Wireless	2046		2635		713		5394	
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	36	5	0	0	40	5
Public FAX24	54		28		54		136	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	10	3	60	20	5	2	75	25
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	44		7		1		52	
Outreach activities	60	60	17	11	0	0	77	51
Notarized documents	21	5	7	2	3	1	31	8
Meeting Room Use (no. of grou	36	12	80	27	23	8	139	46
Study room use	33	3	67	6	32	3	132	11
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	1	1	0	0	0	0	1	6
E-books/mags/music downloaded							2128	
IN-HOUSE USE ITEMS	2256		424		112		2792	
SELF-CHECKOUT USE	149		588		204		941	
INTERLIBRARY LOANS								
Requests made for:							366	92
Items rec'd for:							407	204
Items requested by other librarie							89	
Items supplied to other libraries							82	41

REGISTRATIONS

Total Borrowers	7811	12155	4976	24942
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	300	509	128	937
Number of New Patrons Added	36	49	18	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	3	18	1	6	1	6	5	30
Children's Programs (0-13)	8	48	6	36	12	72	26	156
Number attending	537		51		210		798	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	58		8		10		76	
Adult Programs	3	18	3	18	0	0	6	36
Number attending	179		42		45		266	
Senior Citizen Programs	7	42	4	24	4	24	15	90
Number attending	116		21		31		168	
Total Number of Programs	**21**	126	**14**	84	**17**	102	**52**	312
Total Persons Attending	**890**		**122**		**296**		**1308**	
Total Attending Same Month Last Yr.	952		374		60		1386	
Total Staff Hours Spent		316		256		189	761	1082
Total Number of In-House Prograı	**14**		**13**		**13**		**40**	
Total Attendance	**123**		**121**		**171**		**415**	
Total Number of Outreach Prograı	**7**		**1**		**4**		**12**	
Total Attendance	**767**		**1**		**125**		**893**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3078	40.0%	4888	57.5%	4040	71.4%	12006	54.9%
Corporate	12	0.2%	0	0.0%	0	0.0%	12	0.1%
Juvenile 0-11	60	0.8%	124	1.5%	31	0.5%	215	1.0%
Juvenile-AV	800	10.4%	914	10.8%	746	13.2%	2460	11.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	95	1.2%	409	4.8%	121	2.1%	625	2.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	1	0.0%	16	0.2%	0	0.0%	17	0.1%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	2	0.0%	11	0.1%	4	0.1%	17	0.1%
School	0	0.0%	11	0.1%	0	0.0%	11	0.1%
School AV	0	0.0%	22	0.3%	0	0.0%	22	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	88	1.0%	0	0.0%	88	0.4%
Staff	3344	43.5%	1602	18.9%	562	9.9%	5508	25.2%
Walking books	86	1.1%	144	1.7%	25	0.4%	255	1.2%
YA 12-17	5	0.1%	77	0.9%	19	0.3%	101	2.3%
YA-AV	207	2.7%	190	2.2%	114	2.0%	511	2.3%
Total	7690		8498		5662		21850	
All items borrowed by nonresidents	98	1.3%	471	5.5%	125	2.2%	694	3.2%

Salary Ordinance 2018
Updated 9/10/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Samantha Elizondo	Page	$7.25	8/16/18	10	D
Alicia Sanders	Library Assistant 2	$12.50	8/22/18	10	D

We have hired Samantha Elizondo as DeMotte Page, replacing Kaitlyn Saxon who no longer works for the library.

We have promoted Alicia Sanders to Library Assistant 2, replacing Renee' Carr who no longer works for the library.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 9/10/18.

R 10

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to past employees who have worked for Jasper County Public Library for 15 or more years, effective January 1, 2014. Past employees must be residents of our service district.

Staff *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned. Staff is expected to adhere to the same renewal and hold(s) policies that patrons are required to follow.

Lost or damaged library cards will be replaced free of charge.

Staff members may check out more than 2 items without presenting their library card.

Staff may borrow equipment that is circulated to patrons. A deposit and/or borrowing fee is not required.

~~FAX messages may be sent and received for 15 cents per page.~~ Library staff may use the library's internet fax service, paying for printed copies as per the library's Computer Use Policy.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

These privileges are extended only to staff not to members of their families.

8/94; revised 7/14; reviewed 9/16; revised 9/18

Director's Report
August 2018

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports. ***Please note that in addition to the regular reports, you have a revised July voucher to approve. We noticed that on the July voucher claims 548-555 were dated incorrectly – dated July 9, 2018 but should have been dated July 25, 2018. We need to revise the document and correct the dates.*

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policy Review: Three policies are up for review in September: Board By-Laws, Library Board Privilege, and Staff Privilege. No revisions are recommended to the Board By-Laws or Library Board Privilege. Revisions are recommended to the Staff Privilege Policy. Please see R 10. In 2014 we added the privilege of 'no fines' for past employees who worked for JCPL for 15 or more years. This has worked well for us, but for the first time, we have a past employee who has moved out of our service area and is still using the library (moved to Porter County). This past employee no longer qualifies for a regular adult card. They are now considered a reciprocal borrower, and I do not recommend that we extend this privilege to reciprocal borrowers in consideration of reciprocal borrowing covenants allowed by Indiana law. This has not cropped up before, but now that it has, I recommend a revision to our policy. Additionally we have revised the policy regarding faxing so that policy language lines up with our recently revised Fax Policy. **If you approve the Consent Agenda, you will approve revising the Staff Privilege Policy as presented.**

General Business:

2019 Budget Hearing: You will hold your hearing for your 2019 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Bristol and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

House Demolition – Progress Report: The three houses are down! You will receive an update on our project.

Fine Forgiveness Program: Our Fine Forgiveness program is going great! Many patrons are taking advantage of the clean sweep. We have been busy! I want to update you in regard to damaged items. Technically damaged items were not in

my elaboration when I explained what would not be waived under this program, however that was our intent. Patrons with fines who come into the library throughout the month of September 2018 may ask to have overdue fines waived (lost/damaged items, processing fees, and collection fees cannot be waived.) Board approval of this additional language will strengthen program tenets. To my knowledge all has been well with administration of the program thus far, only happy patrons!

Director's Report:

Staff Development Day will be held on September 7 at Wheatfield Library. Training topics will include: Active Shooter Training (Indiana State Police); fire extinguisher training (Goodwin Fire); Robots/STEAM Kits (Indiana State Library); Genealogy Database Training (ProQuest). We will enjoy lunch and an ice cream sundae bar together and recognize staff anniversaries.

Long Range Plan/Technology Plan Update: Since our last update we have completed the following

- Goal 1 **JCPL is a welcoming community hub:** added play kitchen to play area at DeMotte; replaced all patron self-check pcs with new; updated bandwidth at all locations; locals shared their talents during DeMotte's First Friday Concert Series; attended to landscaped areas at all library locations and irrigation system at Wheatfield; completed retrofit of outside lighting at all locations; house demolition is nearly complete in DeMotte; highlighted local talent via our art exhibit space at all locations; added Hoopla and eMagazines via Overdrive; installed a baby changing station in the men's room at Rensselaer Library; painted various doors, walls, and columns at each library location; sold a lot of our retired computer equipment to the public which prevented items going to the landfill; created and implemented a game plan for 2018 facility maintenance projects and equipment purchases
- Goal 2 **JCPL is a collaborative community partner:** held story time in the park and at the farmer's market; sponsored concert at Touch of Dutch festival; read stories to St. A students at Rensselaer Library; offered system-wide Summer Reading Program; offered Lego program at CDC; read stories to Head Start and JCYC students; offered YU-GI-OH card club; distributed digital access cards to area school students; worked with Jasper Newton Foundation to sync JCPL event calendar with their community calendar; participated in 'Shop DeMotte and Win' Chamber event; participated in various Rotary and Chamber meetings; provided family story times at Market in the Park events; participated in the Jasper County Fair; hosted a children's concert at the Touch of Dutch Festival; Jasper the Buffalo continues to make the rounds at each of our libraries; offered a family yoga class to fill a need when a local health club stopped

the service; gave out pencil sharpeners during DeMotte's Back to School Fair

- Goal 3 **JCPL increases awareness of its services and collections:** manned a booth at the county fair to talk about library services, programs etc.; participated in Community Resource Fair; boosted programs on Facebook; set up auto import of library events into Jasper Newton Foundation community calendar; replaced 27 poorly working hotspots with devices we believe will better serve patrons; maintained geocaches that are regularly visited by local and non-local geocachers; set up electronic calendars for Wheatfield staff for better communication; gave out pencil sharpeners during DeMotte's Back to School Fair; wrote and distributed numerous press releases; we were included in the new Rensselaer Chamber of Commerce brochure
- Goal 4 **JCPL engages its community in lifelong learning: offered** system-wide summer reading programs for K-5 and teens promoting literacy and reading; offered drop-in tech program at senior center; staff attended various workshops and webinars; held various library programs and book discussions; answered numerous genealogy questions and added content to our digital collections; proctored many exams

In August Shannon and I manned a library booth at the DeMotte Back-to-School Fair held at Spencer Park. What a wonderful community event. We spoke with many students and parents about the library and gave away school-related promotional items. This is one of my favorite outreach activities because we engage so many children and adults in a short period of time. It is a busy, upbeat outreach activity.

Janet, Rayann, and I attended the 2018 NILBA dinner at the Farmhouse Restaurant. We enjoyed the networking and presentations: Advocates & Allies: Trustee Leadership for Today's Public Library and an Indiana Library Federation update. It was a great evening of continuing education for trustees.

We are now live with eMagazines via Overdrive, and this collection is being used! Hoopla is catching on, too. We are still in our soft launch, but plan more intentional promotion beginning in October.

Beginning August 14 JCPL Wi-Fi is now turned off from 9pm to 7am. Previously it was turned off from 11pm to 7am. We are turning if off earlier due to some behavior issues that cropped up at our main library location. These hours will be the same for each of our buildings. I checked in with library managers on September 6 to see if we have received any negative feedback about this reduction in hours. None has been noted.

This summer we wrote and were awarded a grant from IPEP for funds that will be used to purchase emergency hammers (to break window glass) and door

security devices that can be placed on office doors. Funds will be distributed to us in January 2019.

System Administrator News

Bandwidth upgrade at all 3 libraries is complete. Overview: Rensselaer bandwidth upgraded from 60M to 1G; Wheatfield bandwidth upgraded from 20M to 100M; DeMotte bandwidth upgraded from 20M to 100M. Sheila completed the task of getting JCPL events to automatically sync with the new Jasper/Newton Foundation calendar and continued recycling equipment and began paperwork for items being recycled.

Technical Services News

Becky reports, "I completed some research for the Director regarding fines in preparation for a Fine Amnesty Event for the month of September. I was able to complete creation of DAC records after working closely with TLC to solve some problems with implementing the program to create those records. I was eventually able to access the server at TLC, and make changes to the patron database."

DeMotte Library News

Neile shared, "I have 3 more new patrons added to my Oak Grove Walking Book list. John, who is temporarily in rehab, told me that this is one of the best services he has ever known and that is one of his favorite things about Indiana. In his words, 'we are very caring and thoughtful to offer such services.' Neile states, "For me, I get to be the one who delivers the goods and makes people smile. It's a pretty good gig". Shannon reports, "It was fun to celebrate National Sandwich Month during Magnificent Monday. Patrons in attendance enjoyed playing a 'build your own sandwich' game by rolling a large paper die which told them the part of the sandwich they could add next. One patron ended up with a very cheesy sandwich with lots of lettuce and ketchup & mustard. He found it hilarious."

Rensselaer Library News

Linda reports, "One of the ash trees on Van Rensselaer was removed due to ash borer disease. From the attic storage: we have sold the two oak CD shelves, children's map table, and 3 small blue metal stools. We still have a few items in the attic storage which will be put up for sale, as timing with maintenance staff schedule allows. School has started. We are very happy to welcome back the St. A students. We have resumed our Tuesday morning story time but eliminated our Thursday evening one because of lack of interest. YU-GI-OH card club is still a big hit and we are looking forward to all the fun programs we have scheduled for September."

Wheatfield Library News

Evie reports, "All public service staff at Wheatfield have been preparing for Staff Development Day. (Wheatfield is the host library this year.) Jason has continued prepping and painting exterior doors, as well as cleaning up the landscaping after removing the spruce trees around the building. Christina is working on trying to remove some stains in the meeting room carpet. Thomas Flooring was in at the end of the month to evaluate the workroom carpet and will be submitting an estimate for repair. Jasper (the Bison) moved on to DeMotte."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

Revised F4a

Voucher List

Jasper County Public Library

Report Date: From 7/1/2018 *To* 7/31/2018

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36270	476	AARON'S LAWN CARE	7/9/2018	Mowing & edging	$1,240.00
36271	477	ABONMARCHE CONSULTANT	7/9/2018	Demolition Plans & Specifications, Environmental Issues	$1,686.25
36272	478	ACE HARDWARE	7/9/2018	Maintenance supplies	$146.27
36273	479	AMERICAN LIBRARY ASSOCIA	7/9/2018	Bookmarks, brochures	$50.50
36274	480	ANTHEM BLUE CROSS BLUE	7/9/2018	Health Ins. Premiums- July 2018	$13,963.67
36275	481	ANTHEM LIFE	7/9/2018	Life Ins. Premiums- July 2018	$99.54
36276	482	BAKER & TAYLOR	7/9/2018	Books, Continuations, AV, Auto. Yours	$13,543.87
36277	483	BAKER & TAYLOR ENTERTAIN	7/9/2018	DVDs, CDs	$2,908.87
36278	484	BLUETARP FINANCIAL, INC	7/9/2018	Maintenance supplies	$47.56
36279	485	COUNTRYSIDE LANDSCAPIN	7/9/2018	Wh: Start up of irrigation system	$123.75
36280	486	CULLIGAN WATER CONDITIO	7/9/2018	Wh: Water Cooler Rental- July 2018, 5-gallon drinking water- 6	$57.45
36281	487	D & S COMPUTER SERVICES	7/9/2018	Hosting 3rd Quarter 2018	$120.00
36282	488	DELTA DENTAL	7/9/2018	Dental Ins. Premiums- July 2018	$577.98
36283	489	DEMCO	7/9/2018	Library supplies	$405.07
36284	490	DEMOTTE DECORATIVE STO	7/9/2018	Mulch	$746.00
36285	491	EDWARD P. DUMAS	7/9/2018	Legal Assistance: Building Demolition	$300.00
36286	492	ENA SERVICES LLC	7/9/2018	Internet Service- June 2018	$1,927.50
36287	493	ICC BUSINESS PRODUCTS	7/9/2018	Library supplies	$108.96
36288	494	INDIANA DEPT. OF WORKFOR	7/9/2018	2nd Quarter 2018 Unemployment Compensation Pymt	$562.66
36289	495	INDIANA STATE LIBRARY	7/9/2018	Conference registrations	$150.00
36290	496	INDIANA WASTE SERVICE	7/9/2018	DeM: Trash pick-up July 2018	$91.55
36291	497	JASPER COUNTY FAIR ASSO	7/9/2018	Additional electric service for Jasper County Fair Commercial Booth	$15.00
36292	498	JUNIOR LIBRARY GUILD	7/9/2018	Continuations	$3,218.20
36293	499	KANKAKEE VALLEY PUBLISHI	7/9/2018	Best of the Best Thank You ad	$40.00
36294	500	KONE, INC.	7/9/2018	DeM: Quarterly Elevator Maintenance Agreement- 7/1-9/30/2018	$442.74
36295	501	KV POST NEWS	7/9/2018	Newspaper subscriptions Acct # 0046755 & Acct# 0047445	$130.00
36296	502	MIDWEST COLLABORATIVE F	7/9/2018	MCLS Annual Membership Fee	$125.00
36297	503	MIDWEST TAPE	7/9/2018	AV	$445.43
36298	504	NEILE TRAINOR	7/9/2018	Mileage 4/25-6/20/18	$58.86
36299	505	NICHE ACADEMY	7/9/2018	Niche Academy database annual subscription renewal	$1,260.00
36300	506	NIMBO IP LLC	7/9/2018	Monthly Managed Service Fee	$815.00
36301	507	NIPSCO	7/9/2018	Gas & electric service	$5,938.88
36302	508	NITCO	7/9/2018	DeM: Local Phone & Fax Service- July 2018	$177.12
36303	509	OFFICE DEPOT	7/9/2018	Library supplies, Office supplies, Cleaning supplies	$852.20
36304	510	PATTY STRINGFELLOW	7/9/2018	Mileage 6/8-6/19/18	$180.94
36305	511	THE PENWORTHY COMPANY	7/9/2018	Books	$505.67
36306	512	QUALITY LOGO PRODUCTS, I	7/9/2018	Summer Reading Sports Packs	$16.00
36307	513	BARCODES INC. LLC	7/9/2018	Scanners, scanner stands	$581.68
36308	514	RAYANN GILMORE	7/9/2018	Mileage 3/15-6/19/18	$147.80
36309	515	RELIANCE BARCODE SOLUTI	7/9/2018	Barcodes	$675.41
36310	516	RENSSELAER ROTARY CLUB	7/9/2018	May & June 2018 dues & meals	$57.00
36311	517	REPUBLIC SERVICES #715	7/9/2018	Wh: Trash Service-July 2018	$125.80
36312	518	ROEING CORPORATION	7/9/2018	Tech Maintenance Support - 3rd Installment 2018	$8,750.00
36313	519	SILLY SAFARIS	7/9/2018	Summer Reading Program Presenter	$900.00
36314	520	SUNRISE PACKAGING INC.	7/9/2018	Library supplies	$1,124.64

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Revised F46

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36315	521	TREASURER OF JASPER COU	7/9/2018	Remittance of delinquent property taxes withheld from employee	$23.46
36316	522	TRUGREEN PROCESSING CE	7/9/2018	Lawn Care Services	$742.65
36317	523	VISION SERVICE PLAN	7/9/2018	Vision Ins. Premiums- July 2018	$226.67
36318	524	WAL-MART COMMUNITY/SYN	7/9/2018	AV, Library supplies, Cleaning supplies, Maintenance supplies	$675.63
36319	525	WALL STREET JOURNAL	7/9/2018	Newspaper subscription	$502.88
36320	526	WORLD BOOK INC.	7/9/2018	Books	$393.00
0	527	PAYROLL	7/10/2018	PAYROLL	$52,291.11
0	528	CHRISTINA SANDERS	7/10/2018	Courier Mileage 6/15 - 6/30/18 (Conf. #684)	$337.90
0	529	GREAT-WEST RETIREMENT S	7/10/2018	Annuity Contributions withheld 6/25/18 Payroll (conf# 688)	$1,245.00
0	530	INDIANA CHILD SUPPORT BU	7/10/2018	Child Support Garnishment: Andrea Prescaro 7/10/2018 Payroll (Payment #1890320180709100014)	$80.17
0	531	INDIANA DEPARTMENT OF RE	7/10/2018	State & County Taxes withheld June 2018 Payrolls (Ref. #91172)	$6,574.40
0	532	INPRS fbo PERF	7/10/2018	INPRS Contributions 7/10/18 Payroll	$6,215.54
0	533	IRS USA TAXPAYMENT	7/10/2018	Federal Withholding, Medicare, & FICA withheld 7/10/18 Payroll & Ins. (Acknowledgement #41128018)	$11,127.38
0	534	SPRINT	7/10/2018	Hotspot Data Service May 12, 2018 - June 11, 2018 (Conf #687)	$1,425.51
0	535	TOWN OF DEMOTTE	7/10/2018	DeM: Water & Sewer Service- June 2018 (Conf. #685)	$198.04
0	536	TOWN OF WHEATFIELD	7/10/2018	Wh: Sewer Service- July 2018 (Conf# 686)	$77.35
0	537	ALLIANCE BANK	7/9/2018	Direct Deposit Fees - June 2018, Annual Fee, Customer Setup Fee	$102.00
36321	538	BUSINESS CARD	7/9/2018	Dispenser keys, rubber stamps, negative holder, baby changing station, books, Genealogy Conference registions- M. Smith, L. Poortenga, facebook advertising, Management Meeting expenses, Summer Reading supplies & prizes, Budget Workshop expenses	$1,639.22
36322	539	CARDINAL OFFICE PRODUCT	7/9/2018	DeMotte Staff Copier Maintenance 4/19/18-7/6/18	$788.09
36323	540	CENTURYLINK	7/9/2018	Long distance phone service- June 2018	$21.98
36324	541	HP PRODUCTS	7/9/2018	Janitorial supplies	$1,005.31
36325	542	INDIANA GROCERY GROUP, L	7/9/2018	Program expenses	$15.95
36326	543	POSTMASTER	7/9/2018	Stamps	$1,117.00
36327	544	PRECISION CONTROL SYSTE	7/9/2018	HVAC repair & preventative maintenance parts	$5,388.25
36328	545	QUILL CORPORATION	7/9/2018	Office supplies, cleaning supplies	$212.58
36329	546	UNIQUE MANAGEMENT SERVI	7/9/2018	Collections: Initial/Secondary Placements- June 2018	$134.25
0	547	PAYROLL	7/25/2018	PAYROLL	$51,279.58
0	548	AFLAC	7/25/2018	Supplemental Insurance Julu 2018 (Conf #689)	$701.88
0	549	CENTURYLINK	7/25/2018	WH: Local Phone Service July 2018 (Conf #692)	$58.21
0	550	CHRISTINA SANDERS	7/25/2018	Courier Mileage 7/1 - 7/15/18 (Conf. #690)	$304.11
0	551	CITY OF RENSSELAER	7/25/2018	RENS: Utilities 6/8 - 7/10/2018 (Conf. #691)	$5,000.38
0	552	GREAT-WEST RETIREMENT S	7/25/2018	Annuity Contributions withheld 7/1/18 Payroll (conf# 693)	$1,245.00
0	553	INDIANA CHILD SUPPORT BU	7/25/2018	Child Support Garnishment: Andrea Prescaro 7/25/2018 Payroll (Payment #1890320180723100615)	$80.17
0	554	INPRS fbo PERF	7/25/2018	INPRS Contributions 7/25/18 Payroll	$6,121.81
0	555	IRS USA TAXPAYMENT	7/25/2018	Federal Withholding, Medicare, & FICA withheld 7/25/18 Payroll & Ins. (Acknowledgement #72542757)	$10,890.55
0	556	SQUARE, INC	7/31/2018	Merchant Processing Fees- July 2018	$24.24

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

reused F4C

Total Amount of Claims **$233,708.07**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, August 30, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$233,708.07**

Date this 10th **day of** September **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JCPL FINANCIAL STATEMENT
August 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$195,150.09**	$1,570,773.37	**$81,068.48**	$1,410,459.10	**$581,798.07**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$245.62	$11,173.07	$200.00	$13,282.45	**$17,634.42**
DeMotte	$4,601.74	**$56.50**	$4,086.58	**$0.00**	$4,502.88	**$5,018.04**
Rensselaer	$7,026.80	**$135.50**	$4,479.81	**$100.00**	$6,514.31	**$9,061.30**
Wheatfield	$3,896.50	**$53.62**	$2,606.68	**$100.00**	$2,265.26	**$3,555.08**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$19.68**	$155.45	**$231,691.15**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$40,739.53	**($32,679.13)**
Rainy Day Fund Includes Investments of: **$2,036,523.06**	$2,366,108.41	**$26,413.75**	$47,242.00	**$3,468.82**	$23,095.24	**$2,341,961.65**
State Technology Fund Grant Fund	$0.00	**$997.50**	$14,490.00	**$0.00**	$20,036.75	**$5,546.75**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$10.95**	$157.59	**$177.83**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,318.79**	$57,386.20	**$7,318.79**	$57,386.20	**$0.00**
FICA Tax Collected	$0.00	**$8,148.44**	$63,166.13	**$8,148.44**	$63,166.13	**$0.00**
State Tax Collected	$3,450.69	**$3,488.95**	$28,440.30	**$3,654.58**	$28,644.14	**$3,654.53**
County Tax Collected	$2,657.58	**$2,695.15**	$22,019.85	**$2,871.29**	$22,233.61	**$2,871.34**
Deferred Comp.	$0.00	**$2,790.00**	$20,120.00	**$2,790.00**	$20,120.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$29,779.97	**$3,722.92**	$29,783.36	**$3.39**
Employee Life Insur.	$0.00	**$181.63**	$1,456.04	**$180.62**	$1,456.96	**$0.92**
Employee INPRS	$0.00	**$3,318.41**	$25,863.00	**$3,318.41**	$25,863.00	**$0.00**
Garnishments	$0.00	**$160.34**	$1,306.18	**$160.34**	$1,306.18	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$254,631.60**	**$2,056,859.02**	**$116,933.32**	**$1,757,885.69**	**$3,152,930.92**

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Bank Balances

Jasper County Public Library

Report as of: **8/31/2018**

	Bank	
1	Alliance Bank	$1,116,137.86
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,036,523.06
	Total all banks =	**$3,152,930.92**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18
								$3,384.07	Jul-18
								$3,441.42	Aug-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$22,864.32**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **8/1/2018** ***To*** **8/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$49,878.40	$25,126.60	33.5
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$95,924.58	$744,910.95	$381,800.05	33.9
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,752.55	$58,427.10	$34,052.90	36.8
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$8,148.44	$63,166.13	$35,839.87	36.2
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$2,405.77	$2,117.23	46.8
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,788.43	$75,925.39	$38,276.61	33.5
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,675.98	$93,337.39	$53,369.61	36.4
Subtotal	*$1,658,634.00*		$1,658,634.00	$139,540.38	$1,088,051.13	$570,582.87	34.4
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$228.83	$313.04	$286.96	47.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$391.56	$4,017.95	$4,482.05	52.7
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$1,314.46	$4,860.22	$1,639.78	25.2
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$357.48	$2,909.67	$4,090.33	58.4
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$98.54	$1,051.86	($51.86)	-5.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$39.68	$273.56	$126.44	31.6
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$92.76	$311.35	$688.65	68.9
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$1,888.25	$10,874.11	$6,775.89	38.4
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*		$43,750.00	$4,411.56	$24,711.76	$19,038.24	43.5
3. Other Services and Charge							

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$1,110.00	$7,390.00	86.9
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$36.32	$2,605.37	$14,194.63	84.5
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$3,835.00	$18,895.61	$7,934.39	29.6
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$24,500.00	($2,900.00)	-13.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$1,096.09	$4,478.28	$2,021.72	31.1
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$1,194.08	$1,805.92	60.2
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,436.59	$10,788.08	$9,211.92	46.1
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$200.00	$8,047.32	$2,952.68	26.8
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$173.33	$966.90	$1,033.10	51.7
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$1,408.79	$8,764.29	$68,335.71	88.6
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$0.00	$285.55	$314.45	52.4
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$1,961.97	($161.97)	-9.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$17,895.00	$11,105.00	38.3
3.51	GAS	$45,000.00	$0.00	$45,000.00	$870.40	$10,957.96	$34,042.04	75.6
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$9,978.52	$65,028.94	$34,971.06	35.0
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$2,091.09	$1,908.91	47.7
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$650.40	$5,102.39	$2,897.61	36.2
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$7,862.39	$33,190.30	$85,079.70	71.9
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$242.60	$57.40	19.1
3.91	DUES	$2,200.00	$0.00	$2,200.00	$100.00	$546.00	$1,654.00	75.2
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$7,326.13	$95,658.41	$42,563.59	30.8
	Subtotal	*$707,012.00*		$707,012.00	$35,218.16	$317,246.24	$389,765.76	55.1
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$683.00	$2,647.01	$78,502.99	96.7
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$9,353.12	$87,532.90	$72,467.10	45.3
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$353.21	$13,801.58	$11,198.42	44.8
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,590.66	$36,782.75	$23,217.25	38.7
	Subtotal	*$326,312.00*		$326,312.00	$15,979.99	$140,764.24	$185,547.76	56.9
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$195,150.09	$1,570,773.37	$1,164,934.63	42.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3C

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **8/1/2018** ***To*** **8/31/2018**

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Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$200.00	$1,300.00	$18,700.00	93.5
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$813.75	$13,515.00	$51,485.00	79.2
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$25,400.00	$32,427.00	$75,846.00	70.1
Subtotal	*$193,273.00*		$193,273.00	$26,413.75	$47,242.00	$146,031.00	75.6
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$26,413.75	$47,242.00	$221,031.00	82.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **8/1/2018** ***To*** **8/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$997.50	$14,490.00	($14,490.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$997.50	$14,490.00	($14,490.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$997.50	$14,490.00	($14,490.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From 8/1/2018 To 8/31/2018

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	557	PAYROLL	8/10/2018	PAYROLL	$56,260.55
36330	558	AARON'S LAWN CARE	8/13/2018	Mowing & edging	$1,515.00
36331	559	ABONMARCHE CONSULTANT	8/13/2018	DeMotte Property: Environmental Issues	$813.75
36332	560	ACE HARDWARE	8/13/2018	Maintenance supplies	$81.99
36333	561	ANDREA PRESCARO	8/13/2018	Mileage 4/25-8/1/18	$17.99
36334	562	ANTHEM BLUE CROSS BLUE	8/13/2018	Health Ins. Premiums- August 2018	$13,963.67
36335	563	ANTHEM LIFE	8/13/2018	Life Ins. Premiums- August 2018, N. Trainor- June & July premiums	$110.34
36336	564	BAKER & TAYLOR	8/13/2018	Books, Continuations, AV, Auto. Yours, B & T Licenses	$12,257.38
36337	565	BAKER & TAYLOR ENTERTAIN	8/13/2018	AV	$3,423.23
36338	566	BLUETARP FINANCIAL, INC	8/13/2018	Maintenance supplies	$155.47
36339	567	BUSINESS CARD	8/13/2018	Library supplies, equipment, professional services	$968.58
36340	568	CENTURYLINK	8/13/2018	Long distance phone service- July 2018	$21.94
36341	569	CIRCLE SUPPLY	8/13/2018	Plumbing repair parts	$10.77
36342	570	COMMONWEALTH TECHNOLO	8/13/2018	Wh & Rens: staff copier quarterly service agreements	$1,270.41
36343	571	CULLIGAN WATER CONDITIO	8/13/2018	Wh: Water Cooler Rental- August 2018	$11.95
36344	572	DEBORAH KRISTOFF	8/13/2018	Mileage 4/27-7/15/18	$117.18
36345	573	DELTA DENTAL	8/13/2018	Dental Ins. Premiums- August 2018	$577.98
36346	574	DONNA BARKO	8/13/2018	Mileage 6/4-8/2/18	$36.46
36347	575	EDWARD P. DUMAS	8/13/2018	Legal Assistance: Building Demolition	$200.00
36348	576	ENA SERVICES LLC	8/13/2018	Internet Service- July 2018	$997.50
36349	577	ENVISIONWARE, INC.	8/13/2018	Patron computer reservation software annual maintenance	$855.00
36350	578	GOVCONNECTION, INC.	8/13/2018	HDMI cables	$21.80
36351	579	GREY HOUSE PUBLISHING	8/13/2018	Continuations	$862.10
36352	580	HAINES & COMPANY, INC.	8/13/2018	Continuations	$414.50
36353	581	HP PRODUCTS	8/13/2018	Janitorial supplies	$924.61
36354	582	ICC BUSINESS PRODUCTS	8/13/2018	Office supplies	$130.50
36355	583	INDIANA GROCERY GROUP, L	8/13/2018	Management Meeting expenses, children's program expenses	$43.07
36356	584	INDIANA WASTE SERVICE	8/13/2018	DeM: Trash pick-up July 2018	$91.55
36357	585	Krooswyk Plumbing, Heating &	8/13/2018	DeM: Plumbing repair	$481.74
36358	586	LINDA POORTENGA	8/13/2018	Mileage 6/21-7/20/18	$65.95
36359	587	MELISSA SMITH	8/13/2018	Mileage 7/20/18	$109.55
36360	588	MIDWEST TAPE	8/13/2018	AV	$1,047.42
36361	589	NICKOLE HACHLICA	8/13/2018	Mileage 7/20/18	$118.81
36362	590	NIMBO IP LLC	8/13/2018	Monthly Managed Service Fee	$815.00
36363	591	NIPSCO	8/13/2018	DeM & Wh: Gas & electric service	$6,536.58
36364	592	NITCO	8/13/2018	DeM: Local Phone & Fax Service- August 2018	$177.12
36365	593	NORTHWEST GEOTHERMAL I	8/13/2018	Rens: Electrical & Lighting- LED retrofit outdoor lights	$7,250.00
36366	594	OFFICE DEPOT	8/13/2018	Office, janitorial, & library supplies	$379.36
36367	595	PATTY STRINGFELLOW	8/13/2018	Mileage 7/5-7/11/18	$47.96
36368	596	PRECISION CONTROL SYSTE	8/13/2018	3rd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2018); Rens: HVAC repair	$4,816.00
36369	597	PULASKI COUNTY PUBLIC LIB	8/13/2018	NILBA Meeting registrations- J. Umlauf, R. Gilmore, P. Stringfellow	$150.00
36370	598	QUILL CORPORATION	8/13/2018	Office, janitorial, & library supplies	$315.68
36371	599	RAINBOW BOOK COMPANY	8/13/2018	Books	$427.56
36372	600	RENSSELAER CHAMBER OF C	8/13/2018	Chamber Meeting Expenses: January - June 2018	$50.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36373	601	RENSSELAER LAUNDRY ROO	8/13/2018	Laundry	$20.00
36374	602	REPUBLIC SERVICES #715	8/13/2018	Wh: Trash Service- August 2018	$125.80
36375	603	ROEING CORPORATION	8/13/2018	C2G 8in display port to VGA adapter converter	$29.00
36376	604	S & S WORLDWIDE, INC	8/13/2018	Children's supply	$16.94
36377	605	SAFE ENVIRONMENTAL CORP	8/13/2018	Asbestos removal at 200 & 220 10th Street DeMotte properties	$18,150.00
36378	606	SHANNON HELDAK	8/13/2018	Mileage 6/14-7/16/18	$100.83
36379	607	SHOPKO STORES OPERATIN	8/13/2018	Teen Summer Reading program supplies	$13.86
36380	608	SMITH FARM STORE	8/13/2018	Fruit tree spray, mulch	$45.89
36381	609	THE LIBRARY CORPORATION	8/13/2018	Library Serials Support November 2018 - October 2019 Acct# 960058	$2,606.00
36382	610	THE TIMES	8/13/2018	DeM: Newspaper subscription Acct# 170-00009893	$353.21
36383	611	THOMSON REUTERS - WEST	8/13/2018	Continuations	$475.00
36384	612	TRUGREEN PROCESSING CE	8/13/2018	Wh: Ornamental Bed Weed Control	$210.70
36385	613	UNIQUE MANAGEMENT SERVI	8/13/2018	Collections: Initial/Secondary Placements- July 2018	$125.30
36386	614	VERSANT FUNDING	8/13/2018	Smart Shield licenses & annual maintenance	$203.00
0	615	CHRISTINA SANDERS	8/10/2018	Courier Mileage 7/16 - 7/31/18 (Conf. #696)	$405.48
0	616	GREAT-WEST RETIREMENT S	8/10/2018	Annuity Contributions withheld 8/10/18 Payroll (conf# 700)	$1,395.00
0	617	INDIANA CHILD SUPPORT BU	8/10/2018	Child Support Garnishment: Andrea Prescaro 8/10/18 Payroll (Payment #1890320180808125823)	$80.17
0	618	INPRS fbo PERF	8/10/2018	INPRS Contributions 8/10/18 Payroll	$6,680.28
0	619	INDIANA DEPARTMENT OF RE	8/10/2018	State & County Taxes withheld July 2018 Payrolls (Ref. #82859)	$6,184.10
0	620	IRS USA TAXPAYMENT	8/10/2018	Federal Withholding, Medicare, & FICA withheld 8/10/18 Payroll & Ins. (Acknowledgement #25313610)	$12,130.03
0	621	SPRINT	8/10/2018	Hotspot Data Service June 12, 2018 - July 11, 2018 (Conf #694)	$1,408.79
0	622	TOWN OF DEMOTTE	8/10/2018	DeM: Water & Sewer Service- July 2018 (Conf. #695)	$168.10
0	623	TOWN OF WHEATFIELD	8/10/2018	Wh: Sewer Service- August 2018 (Conf# 697)	$77.35
36387	624	VISION SERVICE PLAN	8/13/2018	Vision Ins. Premiums- August 2018	$226.67
36388	625	WAL-MART COMMUNITY/SYN	8/13/2018	Library supplies, AV	$206.57
36389	626	WHEATFIELD CHAMBER OF C	8/13/2018	Wh: Chamber Membership Dues 2018-2019	$100.00
36390	627	ZIESE PLUMBING, HEATING, &	8/13/2018	Wh: Install new water heater	$2,897.00
36391	628	A. E. BOYCE COMPANY, INC.	8/13/2018	Vendor checks	$228.83
36392	629	CENTURYLINK	8/13/2018	Rens & Wh: Fax lines	$82.03
36393	630	GRAINGER	8/13/2018	Janitorial & maintenance supplies	$67.06
36394	631	KIRBY RISK CORPORATION	8/13/2018	Light bulbs, ballasts	$275.00
36395	632	RACHAEL CAVINDER	8/13/2018	Mileage 6/7-7/24/18	$44.69
36396	633	RAINBOW PRINTING	8/13/2018	Digital Access Cards	$636.00
36397	634	SUNRISE PACKAGING INC.	8/13/2018	Audiobook cases	$850.44
36398	635	TRUGREEN PROCESSING CE	8/13/2018	DeM: Insect & disease control treatment	$103.95
0	636	PAYROLL	8/24/2018	PAYROLL	$53,666.98
0	637	AFLAC	8/24/2018	Supplemental Insurance August 2018 (Conf #699)	$701.88
0	638	ALLIANCE BANK	8/24/2018	Direct Deposit Fees - July 2018, Annual Fee, Customer Setup Fee	$77.00
0	639	CHRISTINA SANDERS	8/24/2018	Courier Mileage 8/1 - 8/15/18 (Conf. #702)	$371.69
0	640	CITY OF RENSSELAER	8/24/2018	RENS: Utilities 7/10 - 8/8/2018 (Conf. #691)	$4,732.19
0	641	GREAT-WEST RETIREMENT S	8/24/2018	Annuity Contributions withheld 8/24/18 Payroll (conf# 703)	$1,395.00
0	642	INDIANA CHILD SUPPORT BU	8/24/2018	Child Support Garnishment: Andrea Prescaro 8/24/18 Payroll (Payment #1890320180823115549)	$80.17
0	643	INPRS fbo PERF	8/24/2018	INPRS Contributions 8/24/18 Payroll	$6,426.56
0	644	IRS USA TAXPAYMENT	8/24/2018	Federal Withholding, Medicare, & FICA withheld 8/24/18 Payroll & Ins. (Acknowledgement #25644310)	$11,485.64
0	645	SQUARE, INC	8/31/2018	Merchant Processing Fees- August 2018	$27.42

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$254,631.60**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, September 04, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$254,631.60**

Date this 10th **day of** September **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$3,018.55	$21,568.48
DeMotte	$952.98	$6,684.14		
Rensselaer	$1,240.19	$9,172.35		
Wheatfield	$825.38	$5,711.99		
PHOTOCOPIES:			$1,143.25	$7,541.78
DeMotte	$253.70	$2,572.25		
Rensselaer	$608.75	$3,441.83		
Wheatfield	$280.80	$1,527.70		
INTEREST (Checking, Repurchase, CDs):			$54.61	$377.84
TAXES:			$76,695.72	$1,378,616.18
Property Tax	$0.00	$689,272.81		
LOIT	$17,903.55	$143,228.40		
License Excise Tax	$0.00	$60,242.07		
Financial Institution Tax	$0.00	$1,406.88		
CVET(Commercial Vehicle Excise)	$0.00	$6,817.66		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$477,648.36		
TAXABLE SALES:-			$6.35	$52.27
REFUNDS:			$150.00	$2,302.55
Rebates/Refund	$0.00	$60.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$1,800.00		
Reimbursement	$0.00	$409.81		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$81,068.48**	**$1,410,459.10**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$200.00	$13,282.45
DeMotte	$0.00	$4,502.88		
Rensselaer	$100.00	$6,514.31		
Wheatfield	$100.00	$2,265.26		
LIB. IMPROV. RESERVE FUND:			$19.68	$155.45
Interest Earned	$19.68	$155.45		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$40,739.53
Property Tax	$0.00	$37,552.65		
License Excise Tax	$0.00	$2,804.05		
Financial Institution Tax	$0.00	$65.49		
CVET(Commercial Vehicle Excise)	$0.00	$317.34		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,468.82	$23,095.24
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,468.82	$23,095.24		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$10.95	$157.59
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$84,767.93**	**$1,507,926.11**

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WITHHOLDING ACCOUNT FUNDS:			$32,165.39	$249,959.58
FIT Tax Collected	$7,318.79	$57,386.20		
FICA Collected	$8,148.44	$63,166.13		
State Tax Collected	$3,654.58	$28,644.14		
County Tax Collected	$2,871.29	$22,233.61		
Deferred Comp Plan	$2,790.00	$20,120.00		
Pre-tax Insurance Plans	$3,722.92	$29,783.36		
Life Insurance	$180.62	$1,456.96		
INPRS	$3,318.41	$25,863.00		
Garnishments	$160.34	$1,306.18		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			**$116,933.32**	**$1,757,885.69**

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Voucher List

Jasper County Public Library

Report Date: From **9/1/2018** *To* **9/10/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	646	PAYROLL	9/10/2018	PAYROLL	$55,922.63
0	647	CHRISTINA SANDERS	9/10/2018	Courier Mileage 8/16 - 8/31/18 (Conf. #706)	$405.48
0	648	GREAT-WEST RETIREMENT S	9/10/2018	Annuity Contributions withheld 9/10/18 Payroll (conf# 708)	$1,395.00
0	649	INDIANA CHILD SUPPORT BU	9/10/2018	Child Support Garnishment: Andrea Prescaro 9/10/18 Payroll (Payment #1890320180906090321)	$80.17
0	650	INDIANA DEPARTMENT OF RE	9/10/2018	State & County Taxes withheld August 2018 Payrolls (Ref. #60479)	$6,525.87
0	651	INPRS fbo PERF	9/10/2018	INPRS Contributions 9/10/18 Payroll	$6,651.22
0	652	IRS USA TAXPAYMENT	9/10/2018	Federal Withholding, Medicare, & FICA withheld 9/10/18 Payroll & Ins. (Acknowledgement #04114374)	$12,020.51
0	653	SPRINT	9/10/2018	Hotspot Data Service July 12, 2018 - August 11, 2018 (Conf #704)	$1,403.99
0	654	TOWN OF DEMOTTE	9/10/2018	DeM: Water & Sewer Service- August 2018 (Conf. #705)	$168.10
0	655	TOWN OF WHEATFIELD	9/10/2018	Wh: Sewer Service- September 2018 (Conf# 707)	$77.35
36399	656	AARON'S LAWN CARE	9/10/2018	Mowing & edging	$865.00
36400	657	ABONMARCHE CONSULTANT	9/10/2018	Demolition Observation	$200.00
36401	658	ANTHEM BLUE CROSS BLUE	9/10/2018	Health Ins. Premiums- September 2018	$13,963.67
36402	659	ANTHEM LIFE	9/10/2018	Life Ins. Premiums- September 2018	$103.14
36403	660	BAKER & TAYLOR	9/10/2018	Books, Continuations, AV, Auto. Yours	$12,981.39
36404	661	BAKER & TAYLOR ENTERTAIN	9/10/2018	AV	$3,230.62
36405	662	BLR	9/10/2018	Indiana Employment Law Letter subscription	$509.00
36406	663	BUSINESS MANAGEMENT DAI	9/10/2018	Subscriptions: Manager's Legal Bulletin Acct# 43590832, Payroll Legal Alert Acct # 43590834, HR Specialist Acct# 43743204	$505.00
36407	664	COUNTRYSIDE LANDSCAPIN	9/10/2018	Wh: Irrigation system repair	$1,401.00
36408	665	CULLIGAN WATER CONDITIO	9/10/2018	Wh: Water Cooler Rental- September 2018, 5-gallon drinking water- 6	$57.45
36409	666	DELTA DENTAL	9/10/2018	Dental Ins. Premiums- September 2018	$577.98
36410	667	DEMCO	9/10/2018	Equipment, Library Supplies	$631.00
36411	668	EDWARD P. DUMAS	9/10/2018	Legal Assistance: Building Demolition	$250.00
36412	669	ENA SERVICES LLC	9/10/2018	Internet Service- August 2018	$1,426.55
36413	670	FINDAWAY WORLD, LLC	9/10/2018	Playaway Views, Playaway Launchpad	$519.95
36414	671	HAMSTRA BUILDERS, INC.	9/10/2018	Rens: Roof inspection & repair	$90.00
36415	672	ICC BUSINESS PRODUCTS	9/10/2018	Office & janitorial supplies	$47.25
36416	673	INDIANA LIBRARY FEDERATIO	9/10/2018	2018 Legislative Fall Forum registrations	$80.00
36417	674	KAPCO	9/10/2018	Library supplies	$258.53
36418	675	KIM DELGER	9/10/2018	Mileage 6/4-8/9/18	$156.96
36419	676	KROGER GARDIS & REGAS, L	9/10/2018	Legal Assistance: FMLA, Policy recommendations	$870.00
36420	677	MANAGE MOBILITY	9/10/2018	Hotspot devices: Sprint Pocket WiFi 306ZT	$1,836.00
36421	678	MELISSA SMITH	9/10/2018	Mileage 8/21/18	$130.26
36422	679	MIDWEST TAPE	9/10/2018	AV	$877.98
36423	680	NANETTE SPEACHT	9/10/2018	Circulations Counterparts meeting expenses	$7.80
36424	681	NIMBO IP LLC	9/10/2018	Monthly Managed Service Fee	$815.00
36425	682	NIPSCO	9/10/2018	DeM & Wh: Gas & electric service	$5,988.50
36426	683	NITCO	9/10/2018	DeM: Local Phone & Fax Service- September 2018	$177.12
36427	684	OFFICE DEPOT	9/10/2018	Library, office, & janitorial supplies	$634.68
36428	685	PATTY STRINGFELLOW	9/10/2018	Mileage 8/4-8/29/18	$82.84
36429	686	PIKE COUNTY PUBLIC LIBRAR	9/10/2018	Lost SRCS item	$19.99
36430	687	POSTMASTER	9/10/2018	Stamps, pre-stamped postcards	$260.20
36431	688	PRECISION CONTROL SYSTE	9/10/2018	Rens: HVAC repair	$3,077.19

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36432	689	QUILL CORPORATION	9/10/2018	Office, janitorial, & other operating supplies	$319.95
36433	690	RAINBOW BOOK COMPANY	9/10/2018	Books	$2,041.74
36434	691	REPUBLIC SERVICES #715	9/10/2018	Wh: Trash Service- September 2018	$125.80
36435	692	SCHOLASTIC LIBRARY PUBLI	9/10/2018	Continuations	$156.00
36436	693	SHEILA MAXWELL	9/10/2018	Mileage 5/15-9/4/18; presentation remote battery	$399.39
36437	694	SUNRISE PACKAGING INC.	9/10/2018	TV Series cases	$571.40
36438	695	TRUGREEN PROCESSING CE	9/10/2018	Rens: Insect & disease control treatment	$89.00
36439	696	VERNON AREA PUBLIC LIBRA	9/10/2018	Damaged ILL item	$30.00
36440	697	WAL-MART COMMUNITY/SYN	9/10/2018	Library supplies, Program expenses	$92.51
36441	698	VISION SERVICE PLAN	9/10/2018	Vision Ins. Premiums- September 2018	$226.67
36442	699	ACE HARDWARE	9/10/2018	Maintenance supplies	$18.95
36443	700	BOOKPAGE	9/10/2018	BookPage subscription October 2018 - September 2019	$528.00
36444	701	BUSINESS CARD	9/10/2018	Library, office, & maintenance supplies; Professional Meeting/Conference expenses; Equipment	$770.93
36445	702	CENTURYLINK	9/10/2018	Long distance phone service- August 2018	$24.30
36446	703	CENTURYLINK	9/10/2018	Rens: Fax line	$56.00
36447	704	CULBRETH'S LAWN & TREE L	9/10/2018	Rens: Tree removal	$650.00
36448	705	DEMCO	9/10/2018	Library supplies, equipment	$596.77
36449	706	DONNA BARKO	9/10/2018	Mileage 8/6-9/6/18	$31.17
36450	707	HP PRODUCTS	9/10/2018	Janitorial supplies	$311.18
36451	708	INDIANA WASTE SERVICE	9/10/2018	DeM: Trash pick-up September 2018	$91.55
36452	709	KARLA HAUSENFLECK	9/10/2018	Mileage 8/19-8/20/18	$191.30
36453	710	S & S WORLDWIDE, INC	9/10/2018	Library supplies & equipment	$284.64
36454	711	UNIQUE MANAGEMENT SERVI	9/10/2018	Collections: Initial/Secondary Placements- August 2018	$143.20
36455	712	USA TODAY	9/10/2018	Rens & Wh: Newspaper subscriptions Acct# 4243565 and Acct# 4209466	$684.27

Total Amount of Claims **$145,717.09**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 10, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$145,717.09**

Date this 10th **day of** September **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 8, 2018, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

- Minutes of September Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 12)

General Business

Demolition Progress Report (R 12)	Information
Budget 2019 Adoption (R 12)	Action
Advanced Tax Draw Resolution (R 12)	Action
2019 Slate of Officers (R 13)	Information

Director's Report (R 12–R 15) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **September 10, 2018**
Jasper County Public Library Board of Trustees **Wheatfield Library**
6:00 PM

Present: Natalie Waling, Janelle Harper, Janet Umlauf, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore, Evie Bristol, Rachael Cavinder
Absent: Mark Heinig, Jody Melton, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, salary ordinance update, Board By-Laws review, Library Board Privilege Policy review, and Staff Privilege Policy revisions were approved as presented on a motion by N. Waling, seconded by J. Harper. Motion passed.

2019 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Report: Children's Specialist, Rachael Cavinder, shared some updates to last year's presentation. In the 1,000 Books before Kindergarten program 11 kids have completed 1,000 books since last year. Over 100 kids have registered with 36 kids completing at least 100 books so far. This is a great literacy program to get parents reading to their babies, toddlers, and preschoolers with some families even making it a nightly reading routine. Maker Monday was started in February 2017 with collaboration from teens at KVHS. These teens have since graduated but Mr. Ryan Standish from the KV Robotics Club has recommended a couple teens who might be interested in helping. Last year Purdue Extension Office expressed interest in partnering on STEM programming at the library. Since then we have collaborated with Amara Sheldon from Purdue Extension on STEM programs at all three libraries. These programs have featured hexbugs, littleBits, ozobots, and 3Doodler pens teaching everything from building to circuits to coding. A recent webinar stated that "Indiana needs more STEM talent – between 2017 and 2027 STEM jobs will grow 13%, while non-STEM jobs will only grow 7%." Offering these programs is a benefit to our youth. An activity table has been purchased for the Children's Clubhouse. This piece was purchased in memory of Kathy Myers, an avid library user and Friends member. Her family requested that money be donated in her honor to the Friends of the Wheatfield Library. The Friends suggested purchasing something for the Children's area/collection since Kathy had homeschooled her children and used the collection extensively. We are in the process of purchasing a Japanese maple to be planted near the wetland south of the Library building with the money left over from the purchase of the activity table.

Branch Manager, Evie Bristol, reported that they have received a number of positive comments since moving the Inspirational books to their own section. This has allowed patrons to browse these items, easily find new authors, and feel confident about the books they are choosing. New adult programs have been presented this past year. Carolynn DeVries has been instrumental in creating Friday night craft and trivia nights that are reaching the 30-somethings who rarely visit the library. Pallet painting, string art, and cupcake decorating programs have all been full to capacity with patrons commenting at each event how much they enjoyed it. It is unbelievable how much better the library property is looking since removing many of the spruce trees that were next to the building. The trees were overgrown and blocking much of the building and windows – people outside couldn't appreciate the building and people inside couldn't see out. Other plants are flourishing again as they had been choked out for a long time and we are no longer concerned about the impacts the trees have on the building structure. The sprinkler system has

been repaired so the open area on the southeast side of our property is green again and the new exterior lighting really makes the property look pristine at all times. Evie had the opportunity to attend the Purdue Leadership Class with Debbie Kristoff. They learned about our county and how it is run, met some upcoming "movers and shakers" in the region, learning how to be a better leader, both at the library and in the community, and how individuals and the library can help sustain our communities in the future.

House Demolition – Progress Report: The three houses are down with just some rubble left on site. The Town of DeMotte was able to do some fire fighter training at the houses before they were torn down. Representatives from Abonmarche plan to be at the October Board meeting with an update.

Fine Forgiveness Program: Our Fine Forgiveness program is going great! Many patrons are taking advantage of the clean sweep. P. Stringfellow explained that she wanted to update the board in regard to damaged items. Technically damaged items were not in the elaboration when it was explained what would not be waived under this program, however that was our intent. Patrons with fines who come into the library throughout the month of September 2018 may ask to have overdue fines waived (lost/damaged items, processing fees, and collection fees cannot be waived.) P. Stringfellow requested Board approval of this additional language to strengthen program tenets. J. Harper moved to approve adding the additional language of damaged items to the list of fees that cannot be waived during the fine forgiveness event, seconded by K. Kaluf. Motion passed.

Director's Report: Staff Development Day was held on September 7 at Wheatfield Library. Training topics included: Active Shooter Training (Indiana State Police); fire extinguisher training (Goodwin Fire); Robots/STEAM Kits (Indiana State Library); and Database training (Melissa Widner). We enjoyed excellent refreshments and our time spent learning together. J. Umlauf, R. Gilmore, and P. Stringfellow attended the 2018 NILBA dinner at the Farmhouse Restaurant. We enjoyed the networking and presentations: Advocates & Allies: Trustee Leadership for Today's Public Library and an Indiana Library Federation update. We are now live with eMagazines via Overdrive, and this collection is already being used! Hoopla is catching on too with plans for more intentional promotion beginning in October. This summer we wrote and were awarded a grant from IPEP for funds that will be used to purchase emergency hammers (to break window glass) and door security devices that can be placed on office doors. Funds will be distributed to us in January 2019.

Items for Future Agendas: Abonmarche will present a demolition update at the October Board meeting. P. Stringfellow will bring information about the ways library volunteers are thanked for their service and ways the Board may be a part of this.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:39 PM.

Janelle Harper, Secretary Pro-Tem

Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
September 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	8	0	0	8
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	21	0	1	22
Blu-Ray (DBR)	200	2	4	206
Books on CD (DBKCD)	90	9	7	106
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	74	4	0	78
Digital Audiobooks (DDA)	27	6	0	33
DVD (DDVD)	1539	70	47	1656
Equipment (DEQP)	25	0	0	25
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	536	31	17	584
Fiction Fantasy (DFICF)	7	0	0	7
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	83	4	2	89
Fiction New (DFICNEW)	410	11	10	431
Fiction Science Fiction (DFICSF)	8	0	0	8
Fiction Western (DFICW)	28	1	6	35
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	82	0	3	85
Hanging Bags (DHANG)	21	0	0	21
Hotspots (DWIFI)	45	0	0	45
ILL (DILL)	16	0	0	16
Internet (DINTER)	492	0	0	492
Juv. Audio book (DJAUDB)	23	0	1	24
Juv. Biography (DJBIO)	7	2	0	9
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	8	0	0	8
Juvenile Easy (DJE)	773	27	16	816
Juv. Easy Non-fiction (DJENF)	43	10	0	53
Juv. Easy Reader (DJER)	363	8	3	374
Juv. Fiction (DJFIC)	392	12	14	418
Juv. Holiday books (DJHOL)	33	2	0	35
Juv. Magazine (DJMAG)	18	0	1	19
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	245	18	8	271
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	108	5	2	115
Large Print Fiction (DLPF)	151	10	9	170
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	71	2	5	78
Large Print Nonfic (DLPNF)	8	0	1	9
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	395	2	0	397
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	1	5
Nonfiction 100 (DNF100)	13	2	0	15
Nonfiction 200 (DNF200)	18	0	2	20
Nonfiction 300 (DNF300)	21	2	0	23
Nonfiction 400 (DNF400)	0	3	0	3
Nonfiction 500 (DNF500)	6	0	0	6
Nonfiction 600 (DNF600)	73	7	3	83
Nonfiction 700 (DNF700)	37	2	7	46
Nonfiction 800 (DNF800)	5	6	0	11
Nonfiction 900 (DNF900)	27	3	2	32
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	39	2	0	41
Nonfiction (DNFIC)	5	0	0	5
Nonfiction New (DNFNEW)	111	11	10	132
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	1	0	0	1
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	1	11
Software (DSWAR)	1	3	0	4
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	97	0	97
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	1	0	3
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	127	5	2	134
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	13	0	1	14
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	20	0	23
Blu-Ray (RBR)	4	435	8	447

Books on CD (RBKCD)	2	88	2	92
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	135	0	139
Digital Audiobooks (RDA)	0	13	0	13
DVD (RDVD)	56	2666	45	2767
Equipment (REQP)	0	10	0	10
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	35	411	18	464
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	12	282	6	300
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	97	2	103
Hanging Bag (RHANG)	0	9	0	9
Hotspots (RWIFI)	0	43	0	43
ILL (RILL)	1	32	0	33
Internet (RINTER)	0	555	0	555
Juv. Audio book (RJAUDB)	1	20	0	21
Juv. Biography (RJBIO)	0	5	0	5
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	17	1	20
Juvenile Easy (RJE)	8	491	6	505
Juv. Easy Non-fiction (RJENF)	0	41	1	42
Juv. Easy Reader (RJER)	3	416	2	421
Juv. Fiction (RJFIC)	8	374	4	386
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	12	359	5	376
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	182	2	184
Large Print Fiction (RLPF)	2	176	0	178
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	76	0	80
Large Print Nonfic (RLPNF)	0	7	2	9
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	250	0	250
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	2	9	1	12
Non-Fiction 200 (RNF200)	1	23	2	26
Non-Fiction 300 (RNF300)	7	31	4	42
Non-Fiction 400 (RNF400)	2	5	0	7
Non-Fiction 500 (RNF500)	1	17	3	21
Non-Fiction 600 (RNF600)	9	144	5	158
Non-Fiction 700 (RNF700)	7	25	0	32
Non-Fiction 800 (RNF800)	0	6	0	6
Non-Fiction 900 (RNF900)	2	24	2	28
Nonfiction Blu-Ray (RNFBR)	0	3	0	3
Nonfiction DVD (RNFDVD)	4	175	3	182

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	20	135	12	167
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	6	0	6
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	7	0	7
SRCS (SRCS) DeMotte	59	2	3	64
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	4	24	28
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	3	4
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	64	3	73
YA Music CD (RYACD)	1	25	0	26
YA Nonfiction (RYANF)	0	1	0	1
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	1	5	10
Blu-Ray (WBR)	2	6	254	262
Books on CD (WBKCD)	13	18	112	143
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	7	2	80	89
Digital Audiobooks (WDA)	1	6	23	30
DVD (WDVD)	32	51	1651	1734
Equipment (WEQP)	0	0	7	7
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	25	5	205	235
Fiction Fantasy (WFICF)	1	0	3	4
Fiction Inspirational (WFICI)	12	3	69	84
Fiction Mystery (WFICM)	4	4	55	63
Fiction New (WFICNEW)	19	13	180	212
Fiction Science Fiction (WFICSF)	0	2	5	7
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	14	0	37	51
Hanging Bags (WHANG)	0	0	16	16
Hotspots (WWIFI)	0	0	43	43
ILL (WILL)	4	0	26	30
Internet (WINTER)	0	0	301	301
Juv. Audio book (WJAUDB)	1	0	11	12
Juv. Biography (WJBIO)	1	0	11	12

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	18	19
Juvenile Easy (WJE)	6	13	473	492
Juv. Easy Non-fiction (WJENF)	0	4	67	71
Juv. Easy Reader (WJER)	2	1	296	299
Juv. Fiction (WJFIC)	21	14	227	262
Juv. Magazine (WJMAG)	0	0	14	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	15	13	141	169
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	0	186	186
Large Print Fiction (WLPF)	5	4	44	53
Large Print Inspirational (WLPI)	0	2	9	11
Large Print Mystery (WLPM)	0	0	9	9
Large Print New (WLPN)	6	3	90	99
Large Print Nonfic (WLPNF)	0	0	7	7
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	5	0	207	212
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	1	0	5	6
Non-Fiction 200 (WNF200)	4	0	4	8
Non-Fiction 300 (WNF300)	2	1	13	16
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	1	8	10
Non-Fiction 600 (WNF600)	6	2	46	54
Non-Fiction 700 (WNF700)	0	0	10	10
Non-Fiction 800 (WNF800)	0	1	3	4
Non-Fiction 900 (WNF900)	3	2	21	26
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	0	109	114
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	5	4	42	51
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	6	83	106
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	1	0	3	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7398	8505	5601	21504

CIRCULATION BY HOLDINGS CODE
September 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	8	0	0	8
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	28	21	6	55
Blu-Ray (BR)	207	446	266	919
Books on CD (BKCD)	105	115	121	341
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	85	141	80	306
Digital Audiobooks (DA)	28	25	23	76
DVD (DVD)	1627	2787	1743	6157
Equipment (EQP)	25	10	7	42
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	596	447	240	1283
Fiction Fantasy (FICF)	8	0	3	11
Fiction Inspirational (FICI)	12	3	69	84
Fiction Mystery (FICM)	87	8	57	152
Fiction New (FICNEW)	441	306	196	943
Fiction Science Fiction (FICSF)	8	2	5	15
Fiction Western (FICW)	28	1	11	40
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	100	97	42	239
Hanging Bags (HANG)	21	9	16	46
Hotspots (WIFI)	45	43	43	131
ILL (ILL)	21	32	26	79
Internet (INTR)	492	555	301	1348
Juv. Audio book (JAUDB)	25	20	12	57
Juv. Biography (JBIO)	8	7	11	26
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	11	17	19	47
Juvenile Easy (JE)	787	531	495	1813
Juv. Easy Non-Fiction (JENF)	43	55	68	166
Juv. Easy Reader (JER)	368	425	301	1094
Juv. Fiction (JFIC)	421	400	245	1066
Juv. Holiday (JHOL)	33	2	0	35

Juv. Magazine (JMAG)	18	8	15	41
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	272	390	154	816
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	2	1	4
Juv. Toddler (JTOD)	108	187	190	485
Large Print Fiction (LPF)	158	190	53	401
Large Print Inspirational (LPI)	0	2	9	11
Large Print Mystery (LPM)	0	0	9	9
Large Print New (LPN)	81	81	95	257
Large Print Nonfic (LPNF)	8	7	10	25
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	400	252	207	859
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	4	4	12
Non-Fiction 100 (NF100)	16	11	6	33
Non-Fiction 200 (NF200)	23	23	8	54
Non-Fiction 300 (NF300)	30	34	17	81
Non-Fiction 400 (NF400)	2	8	0	10
Non-Fiction 500 (NF500)	8	18	11	37
Non-Fiction 600 (NF600)	88	153	54	295
Non-Fiction 700 (NF700)	44	27	17	88
Non-Fiction 800 (NF800)	5	13	3	21
Non-Fiction 900 (NF900)	32	29	25	86
Non-Fiction Blu-Ray (NFBR)	1	3	0	4
Non-Fiction DVD (NFDVD)	48	177	112	337
Nonfiction (NFIC)	5	0	0	5
Nonfiction New (NFNEW)	136	150	64	350
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	6	0	7
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	1	1
Reference (REF)	8	42	34	84
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	5	1	16
Software (SWAR)	1	10	0	11
SRCS (SRCS) DeMotte	59	2	3	64
SRCS (From other libraries III-SRC	0	97	0	97
SRCS (SRCSW) Wheatfield	0	4	24	28
Vertical File (VF)	0	3	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	2	2	5	9
YA Biography (YAB)	0	1	1	2
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	150	75	88	313
YA Music CD (YACD)	1	25	0	26
YA Nonfiction (YANF)	14	1	4	19

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	2	1	7
				0
Free reads	188	140	32	360
Games/Puzzles	60	65	4	129
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7655	8755	5670	22080

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1611	1182	780	3573
Nonfiction	470	583	286	1339
CHILDREN'S BOOKS				
Fiction	1692	1543	1231	4466
Nonfiction	357	456	234	1047
YA BOOKS				
Fiction	250	172	130	552
Nonfiction	14	2	5	21
Magazines, Adult	400	253	207	860
Magazines, Children	18	8	15	41
Sound Recordings, adult	220	283	231	734
Sound Recordings, ch	58	71	47	176
Online databases	0	0	0	0
Software	1	10	0	11
SRCS	59	103	27	189
Vertical file	0	3	0	3
VHS/DVD/Blu-Ray	1883	3413	2122	7418
Equipment	70	53	50	173
Total	7103	8135	5365	20603
A-V Circulation	2162	3777	2400	8339
A-V Circulation as % of total	30.4%	46.4%	44.7%	40.5%

CIRCULATION STATISTICS

September 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	108	3	**1,611**	94	0	**1,182**	99	2	**780**	**3,573**
Nonfiction	66	1	**470**	78	103	**583**	39	5	**286**	**1,339**
CHILDREN'S BKS										
Fiction	51	2	**1,692**	57	1	**1,543**	34	317	**1,231**	**4,466**
Nonfiction	24	1	**357**	30	0	**456**	35	23	**234**	**1,047**
YA BOOKS										
Fiction	22	0	**250**	22	0	**172**	18	0	**130**	**552**
Nonfiction	2	0	**14**	3	0	**2**	0	0	**5**	**21**
Magazines,Adult			**400**		0	**253**			**207**	**860**
Magazines, Child			**18**			**8**			**15**	**41**
Games, Toys			**0**			**283**			**0**	**283**
Sound Rec/Adult	29	1	**220**	29	0	**71**	33	0	**231**	**522**
Sound Rec/Child	5	0	**58**	4	0	**0**	8	0	**47**	**105**
Online Databases	0	0	**0**	0	0	**10**	0	0	**0**	**10**
Software	0	0	**1**	0	0	**103**	0	0	**0**	**104**
SRCS	0	0	**59**	0	0	**3**	0	0	**27**	**89**
Vertical Files	0	0	**0**	0	0	**3,413**	0	0	**0**	**3,413**
DVD/BluRay	64	3	**1,883**	68	40	**53**	42	2	**2,122**	**4,058**
Equipment	0	0	**70**	0	0		0	0	**50**	**120**
TOTAL	371	11	**7,103**	385	144	**8,135**	308	349	**5,365**	**20,603**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	83,864	75,027	60,917
Circulation Increase/Decrease	**-3.1%**	**-8.7%**	**-3.9%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	20,402	20,603	1.0%
Jan. to date circulation	198,253	195,972	-1.2%

R 3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
23,061	23,166	15,594	15,688	16,722	16,819	**Fiction**
19,220	19,285	19,019	18,994	9,169	9,203	**Nonfiction**
						CHILDREN'S BKS
16,670	16,719	13,833	13,889	13,137	12,854	**Fiction**
9,214	9,237	6,321	6,351	6,844	6,856	**Nonfiction**
						YA BOOKS
2,550	2,572	3,275	3,297	3,149	3,167	**Fiction**
640	642	386	389	267	267	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,073	4,101	410	439	4,525	4,558	**Sound Rec/Adult**
746	751	4,463	4,467	889	897	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	209	17	17	-11	-11	**Software**
				0	0	**SRCS**
106	106			44	44	**Vertical Files**
6,877	6,938	10,680	10,708	6,148	6,188	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
83,504	83,864	74,786	75,027	60,958	60,917	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
September 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	327	71	202	44	301	65	830	180
LOCAL HISTORY								
In person	1	0	10	3	0	0	11	3
Letters written	2	2	28	28	0	0	30	30
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	492	21	555	23	301	13	1348	56
Internet use-Wireless	1680		2070		720		4470	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	18	2	0	0	20	3
Public FAX24	56		22		38		116	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	6	2	59	20	3	1	68	23
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	52		0		4		56	
Outreach activities	58	58	10	7	1	1	69	46
Notarized documents	7	2	8	2	8	2	23	6
Meeting Room Use (no. of grou	45	15	52	17	28	9	125	42
Study room use	30	3	55	5	30	3	115	10
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2547	
IN-HOUSE USE ITEMS	986		287		101		1374	
SELF-CHECKOUT USE	129		588		150		867	
INTERLIBRARY LOANS								
Requests made for:							316	79
Items rec'd for:							244	122
Items requested by other librarie							53	
Items supplied to other libraries							53	27

REGISTRATIONS

Total Borrowers	7863	12209	5017	25089
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	302	513	129	944
Number of New Patrons Added	52	58	48	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	0	0	4	24	0	0	4	24
Children's Programs (0-13)	18	108	17	102	14	84	49	294
Number attending	783		262		421		1466	
YA Programs (14-17)	3	18	1	6	3	18	7	42
Number attending	30		3		5		38	
Adult Programs	2	12	5	30	0	0	7	42
Number attending	201		131		34		366	
Senior Citizen Programs	10	60	5	30	5	30	20	120
Number attending	32		54		29		115	
Total Number of Programs	**33**	198	**32**	192	**22**	132	**87**	522
Total Persons Attending	**1046**		**450**		**489**		**1985**	
Total Attending Same Month Last Yr.	317		411		624		1352	
Total Staff Hours Spent		371		343		225	939	1147
Total Number of In-House Prograr	**22**		**31**		**16**		**69**	
Total Attendance	**866**		**430**		**321**		**1617**	
Total Number of Outreach Prograi	**11**		**1**		**6**		**18**	
Total Attendance	**180**		**20**		**168**		**368**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4036	56.4%	4916	60.3%	3661	68.6%	12613	61.1%
Corporate	9	0.1%	0	0.0%	0	0.0%	9	0.0%
Juvenile 0-11	71	1.0%	184	2.3%	30	0.6%	285	1.4%
Juvenile-AV	740	10.3%	1012	12.4%	687	12.9%	2439	11.8%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	123	1.7%	401	4.9%	121	2.3%	645	3.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	3	0.0%	41	0.5%	28	0.5%	72	0.3%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	16	0.2%	3	0.1%	19	0.1%
School	0	0.0%	32	0.4%	0	0.0%	32	0.2%
School AV	0	0.0%	38	0.5%	0	0.0%	38	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	51	0.6%	0	0.0%	51	0.2%
Staff	1912	26.7%	1132	13.9%	510	9.6%	3554	17.2%
Walking books	68	1.0%	143	1.8%	27	0.5%	238	1.2%
YA 12-17	27	0.4%	12	0.1%	1	0.0%	40	2.9%
YA-AV	165	2.3%	175	2.1%	268	5.0%	608	2.9%
Total	7154		8155		5336		20645	
All items borrowed by nonresidents	126	1.8%	530	6.5%	152	2.8%	808	3.9%

Salary Ordinance 2018
Updated 10/8/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Cheyann Odle	Clerk	$9.97	10/1/18	14	W

We have hired Cheyann Odle as Wheatfield Clerk, replacing Alicia Sanders who was promoted to Library Assistant II at DeMotte Library.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 10/8/18.

Computer ~~and Typewriter~~ Use Policy

The library provides computers which allow access to a variety of electronic resources, including research resources, office software, children's games, the ~~I~~internet, and the library catalog. These computers are available for use by all patrons. Regarding ~~I~~internet use, certain age restrictions apply (See Internet Use and Safety Policy). Children unable to work independently must be accompanied by an individual who is able to work independently and can quietly assist them.

Patrons are welcome to use their personal laptops and other personal computing devices in the library. Patrons may connect personal equipment only to the wireless network, or to ports designated for such use. If necessary, patrons may plug their devices into a library electrical power source so long as they do not pose a safety hazard for others. All patrons using the ~~I~~internet, wired or wireless, are subject to the terms of the library's Internet Use and Safety Policy.

The library staff can provide limited assistance in computer use.

Headphones may be available for use or purchase. The volume of audio programs must be kept low enough that other patrons are not disturbed.

There is no charge for printing from the library catalog. All other printing, including printing from online databases, costs 10 cents per printed page.

Multi-Use Computer time limits:
To promote equitable access to the ~~I~~internet, the library utilizes time management software for all designated Multi-Use computers. To access these computers, JCPL library patrons must use ~~his or her~~ their own library card ~~number~~ or ~~may be given~~ a guest pass ~~if their card is not available;~~. Gguests may receive a guest pass from circulation desk staff. Age restrictions apply (see Internet Use and Safety Policy).

All other patron computer time limits:
Time limits vary by library branch.

Staff may also take other measures to manage computer use time including (but not restricted to) reserving computers for individuals or groups with specific needs.

Only games currently installed on the children's computers may be played; staff cannot install other games, even those in our circulating collection.

Covered drinks are allowed near library computers.

~~The library also provides typewriters for patron use in the library.~~

No abuse of equipment or software will be tolerated. Loss or damage to the computers, peripheral equipment or library software will be paid for by the patron or responsible party.

Library staff has the right to restrict usage for those persons who do not use the equipment responsibly, do not abide by the regulations of the library, and/or do not abide by the specific rules for use of the computers.

JCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using JCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

8/06; reviewed 10/16

COPY

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __8th____ DAY OF _____October_____, 2018.

NAY	AYE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

Secretary of the Jasper County Public Library Board

FILED

OCT 09 2018

Kimberly K. Shaw
Auditor, Jasper Co.

Director's Report
September 2018

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Four policies are up for review in October: Computer/Typewriter Use Policy, Reference Policy, ADA Notice, and Video Surveillance Policy. No revisions are recommended for our Reference Policy, ADA Notice, and Video Surveillance Policy. Revisions are recommended to our Computer/Typewriter Use Policy. Minor revisions include changing the capital 'I' in internet to a lower case 'i' which is the recommended way to spell it now. Also we have changed the wording of a sentence in the time limits section, removing some unnecessary words. The biggest change is removing typewriter from this policy and thus eliminating typewriters as a library service. DeMotte and Rensselaer Libraries no longer have a working typewriter. In this era of pcs and devices patrons rarely if ever are seeking a typewriter, so we have not replaced these typewriters. Wheatfield Library does have one typewriter that could be used if need be, but once it is inoperable we recommend not replacing it. We recommend striking typewriter from this policy and eliminating typewriters from our library services. **If you approve the Consent Agenda, you will approve the revisions to the Computer/Typewriter Use Policy and eliminating typewriters as a library service.**

General Business:

Demolition Progress Report: You will receive an update regarding our demolition project.

Budget 2019 Adoption: At the October meeting you will need to pass a resolution adopting the 2019 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,756,160; Rainy Day Fund $519,604.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

2019 Slate of Officers: At the November Board meeting the Nominating Committee will need to present a slate of officers for 2019. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Natalie Waling, Mark Heinig, and Jody Melton, Chair. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

September began with our day-long Staff Development Day at Wheatfield Library. Training topics included: Active Shooter Training (Indiana State Police); fire extinguisher training (Goodwin Fire); Robots/STEAM Kits (Indiana State Library); Database Training (Webmaster, Mel). We enjoyed lunch and an ice cream sundae bar together and recognized staff anniversaries. Evaluations show that staff found this training valuable, and LEUs were earned.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations inside and outside the library to promote card sign-up. In September we issued 158 new traditional library cards.

We had a drain back up at DeMotte Library over the 4th of July holiday that has led to mold remediation and reconstruction in the men's bathroom, janitor closet and elevator room. According to our Claims Adjustor, remediation and reconstruction should be covered entirely by insurance except for our $1000 deductible. At the writing of this report we are halfway through mold remediation. Reconstruction will follow. We have been able to leave the library open during this time, as patrons are entering the library through the west meeting room door and using the elevator or stairwell to access the public service areas.

Fine Forgiveness Month went very well. Patrons were very happy with our generosity and some accounts with high balances were cleared up. Total amount waived was $7137.34. 1043 patron accounts took advantage of fine forgiveness.

Purdue Extension Coordinated a Senior Expo at the fairgrounds on October 3. We had a booth to promote library programs and services. Our Webmaster, Mel, presented a class on eBooks and electronic services.

Our yearbooks have returned from OCI. We have newly digitized yearbooks in our digital collection: Covenant Christian Knights: 2016 & 2017; Kougar Pride: 2011, 2012, 2013, 2014, 2015, & 2016; Tefft High School 1959 & 1960; and Rensselaer Chaos 2017.

I have learned that Ed Dumas did sell his house in Rensselaer and will be commuting to his office on Mondays and Tuesdays. Bonnie Coleman of Hodges & Davis is in the

Rensselaer office on Wednesday and Thursday. She has assisted me with two matters, and has done very well for us.

System Administrator News

Sheila reports, "Maintenance on our server hardware is up in October. We planned our purchase of equipment near July 1, but were not ready to place the order until 8/1. Hardware delivery has been delayed due to backordered equipment and miscommunication between Roeing and their server configuration vendor. We are currently waiting on correct parts for the Rensselaer servers and for the Wheatfield and DeMotte servers to be delivered to Roeing. We have a plan in place to configure and replace the servers once we receive the hardware. This will be top priority when the servers come in."

Technical Services News

Becky reports, "Evie forwarded me an email that came in from our web page. It was from Catherine Lape, an IVY Tech library student who needs to interview a Cataloger. I contacted her, and she wants to schedule a time to meet. I passed out the forms for the annual Staff Evaluations, and have received them back. Now I must do the actual evaluations. I ran a report to see the amount of fines waived during our special program in September."

DeMotte Library News

Debbie reports, "September was "Fine Forgiveness" month. What a great experience for our patrons!! Many patrons were very thankful and are excited to use their library card once again. We even saw tears of joy as large fines were waived. Patrons really responded to this special event! Thank you to the Jasper County library staff and Library Board for making this possible – many patrons are grateful and are excited to use the library again. ARSL – the Association of Rural and Small Libraries – sponsored a conference in Springfield, Illinois. Debbie, Linda, and Patty were greatly inspired by his conference. We learned many valuable things that can help us make our rural library even better."

Rensselaer Library News

Linda reports, "The building is doing well. The staff lounge and entry countertops have been replaced, as well as the lounge sink faucet. Dan repaired some bends in our black fence near the newspaper mailboxes. One dying ash tree was removed from the Van Rensselaer side parking lot. New anti-fatigue rugs were installed behind the circulation desk…the Friends of the Rensselaer Library have purchased a lovely selection of totes to sell for $8 each as their newest fundraiser."

Wheatfield Library News

Evie reports, "We were busy in September at the Wheatfield Library! We hosted Staff Development Day on the 7th, the Board meeting on the 10th, Branch Counterparts meeting on the 19th, and Wheatfield Elementary first-grade classes on the 21st. We also held health screenings, four book discussions, Friends meeting, two Medicare programs, Morning Movie, Story Time (2 weekly sessions), After School Program, and Harry Potter movie day. Patrons really seemed to appreciate the steps we took to commemorate Library Card Sign-Up Month (the marketing committee provided a free gift for anyone getting a new library card, as well as weekly drawings for patrons using their cards) as well as Fine Forgiveness. We have seen some patrons return after not seeing them for a while due to fines, and I think staff enjoyed the break from asking patrons for money…it definitely helped relations between patrons and staff!"

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
September 30, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$190,927.68**	$1,761,701.05	**$78,712.02**	$1,489,171.12	**$469,582.41**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$241.43	$11,414.50	$0.00	$13,282.45	**$17,392.99**
DeMotte	$4,601.74	**$0.00**	$4,086.58	**$0.00**	$4,502.88	**$5,018.04**
Rensselaer	$7,026.80	**$102.59**	$4,582.40	**$0.00**	$6,514.31	**$8,958.71**
Wheatfield	$3,896.50	**$138.84**	$2,745.52	**$0.00**	$2,265.26	**$3,416.24**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$17.77**	$173.22	**$231,708.92**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$40,739.53	**($32,679.13)**
Rainy Day Fund Includes Investments of: **$2,039,849.47**	$2,366,108.41	**$450.00**	$47,692.00	**$3,349.82**	$26,445.06	**$2,344,861.47**
State Technology Fund Grant Fund	$0.00	**$1,426.55**	$15,916.55	**$0.00**	$20,036.75	**$4,120.20**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$7.09**	$164.68	**$184.92**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,057.68**	$64,443.88	**$7,057.68**	$64,443.88	**$0.00**
FICA Tax Collected	$0.00	**$8,004.26**	$71,170.39	**$8,004.26**	$71,170.39	**$0.00**
State Tax Collected	$3,450.69	**$3,654.58**	$32,094.88	**$3,582.99**	$32,227.13	**$3,582.94**
County Tax Collected	$2,657.58	**$2,871.29**	$24,891.14	**$2,807.40**	$25,041.01	**$2,807.45**
Deferred Comp.	$0.00	**$2,790.00**	$22,910.00	**$2,790.00**	$22,910.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$33,502.90	**$3,722.92**	$33,506.28	**$3.38**
Employee Life Insur.	$0.00	**$180.63**	$1,636.67	**$180.62**	$1,637.58	**$0.91**
Employee INPRS	$0.00	**$3,259.75**	$29,122.75	**$3,259.75**	$29,122.75	**$0.00**
Garnishments	$0.00	**$160.34**	$1,466.52	**$160.34**	$1,466.52	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$224,747.12**	**$2,281,606.14**	**$113,652.66**	**$1,871,538.35**	**$3,041,836.46**

F2

Bank Balances

Jasper County Public Library

Report as of: **9/30/2018**

	Bank	
1	Alliance Bank	$1,001,716.99
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,039,849.47
	Total all banks =	**$3,041,836.46**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18
								$3,384.07	Jul-18
								$3,441.42	Aug-18
								$3,326.41	Sep-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$26,190.73**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **9/1/2018** ***To*** **9/30/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$56,128.80	$18,876.20	25.2
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$94,204.79	$839,115.74	$287,595.26	25.5
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,588.12	$66,015.22	$26,464.78	28.6
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$8,004.26	$71,170.39	$27,835.61	28.1
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$2,405.77	$2,117.23	46.8
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,606.12	$85,531.51	$28,670.49	25.1
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,669.78	$105,007.17	$41,699.83	28.4
Subtotal	*$1,658,634.00*		$1,658,634.00	$137,323.47	$1,225,374.60	$433,259.40	26.1
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$313.04	$286.96	47.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$739.42	$4,757.37	$3,742.63	44.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$597.21	$5,457.43	$1,042.57	16.0
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$102.36	$3,012.03	$3,987.97	57.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$18.57	$1,070.43	($70.43)	-7.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$273.56	$126.44	31.6
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.38	$311.73	$688.27	68.8
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$1,603.99	$12,478.10	$5,171.90	29.3
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*		$43,750.00	$3,061.93	$27,773.69	$15,976.31	36.5
3. Other Services and Charge							

F3a

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$870.00	$1,980.00	$6,520.00	76.7
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$0.00	$2,605.37	$14,194.63	84.5
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$18,895.61	$7,934.39	29.6
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$24,500.00	($2,900.00)	-13.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$1,137.01	$5,615.29	$884.71	13.6
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$260.20	$1,454.28	$1,545.72	51.5
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,670.00	$12,458.08	$7,541.92	37.7
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$441.56	$8,488.88	$2,511.12	22.8
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$172.96	$1,139.86	$860.14	43.0
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$3,485.78	$12,250.07	$64,849.93	84.1
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$0.00	$285.55	$314.45	52.4
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$1,961.97	($161.97)	-9.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$17,895.00	$11,105.00	38.3
3.51	GAS	$45,000.00	$0.00	$45,000.00	$865.17	$11,823.13	$33,176.87	73.7
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$9,670.52	$74,699.46	$25,300.54	25.3
3.53	WATER	$4,000.00	$0.00	$4,000.00	$277.75	$2,368.84	$1,631.16	40.8
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$645.85	$5,748.24	$2,251.76	28.1
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$6,172.19	$39,362.49	$78,907.51	66.7
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$254.55	$45.45	15.2
3.91	DUES	$2,200.00	$0.00	$2,200.00	$0.00	$546.00	$1,654.00	75.2
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$226.70	$95,885.11	$42,336.89	30.6
	Subtotal	*$707,012.00*		$707,012.00	$25,907.64	$343,153.88	$363,858.12	51.5
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$2,843.65	$5,490.66	$75,659.34	93.2
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$14,640.27	$102,173.17	$57,826.83	36.1
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$2,226.27	$16,027.85	$8,972.15	35.9
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,924.45	$41,707.20	$18,292.80	30.5
	Subtotal	*$326,312.00*		$326,312.00	$24,634.64	$165,398.88	$160,913.12	49.3
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$190,927.68	$1,761,701.05	$974,006.95	35.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3c

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **9/1/2018** ***To*** **9/30/2018**

F 3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$250.00	$1,550.00	$18,450.00	92.3
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$200.00	$13,715.00	$51,285.00	78.9
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$0.00	$32,427.00	$75,846.00	70.1
Subtotal	*$193,273.00*		$193,273.00	$450.00	$47,692.00	$145,581.00	75.3
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$450.00	$47,692.00	$220,581.00	82.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **9/1/2018** ***To*** **9/30/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,426.55	$15,916.55	($15,916.55)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,426.55	$15,916.55	($15,916.55)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,426.55	$15,916.55	($15,916.55)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3e

F-4a

Voucher List

Jasper County Public Library

Report Date: From **9/1/2018** *To* **9/30/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	646	PAYROLL	9/10/2018	PAYROLL	$55,922.63
0	647	CHRISTINA SANDERS	9/10/2018	Courier Mileage 8/16 - 8/31/18 (Conf. #706)	$405.48
0	648	GREAT-WEST RETIREMENT S	9/10/2018	Annuity Contributions withheld 9/10/18 Payroll (conf# 708)	$1,395.00
0	649	INDIANA CHILD SUPPORT BU	9/10/2018	Child Support Garnishment: Andrea Prescaro 9/10/18 Payroll (Payment #1890320180906090321)	$80.17
0	650	INDIANA DEPARTMENT OF RE	9/10/2018	State & County Taxes withheld August 2018 Payrolls (Ref. #60479)	$6,525.87
0	651	INPRS fbo PERF	9/10/2018	INPRS Contributions 9/10/18 Payroll	$6,651.22
0	652	IRS USA TAXPAYMENT	9/10/2018	Federal Withholding, Medicare, & FICA withheld 9/10/18 Payroll & Ins. (Acknowledgement #04114374)	$12,020.51
0	653	SPRINT	9/10/2018	Hotspot Data Service July 12, 2018 - August 11, 2018 (Conf #704)	$1,403.99
0	654	TOWN OF DEMOTTE	9/10/2018	DeM: Water & Sewer Service- August 2018 (Conf. #705)	$168.10
0	655	TOWN OF WHEATFIELD	9/10/2018	Wh: Sewer Service- September 2018 (Conf# 707)	$77.35
36399	656	AARON'S LAWN CARE	9/10/2018	Mowing & edging	$865.00
36400	657	ABONMARCHE CONSULTANT	9/10/2018	Demolition Observation	$200.00
36401	658	ANTHEM BLUE CROSS BLUE	9/10/2018	Health Ins. Premiums- September 2018	$13,963.67
36402	659	ANTHEM LIFE	9/10/2018	Life Ins. Premiums- September 2018	$103.14
36403	660	BAKER & TAYLOR	9/10/2018	Books, Continuations, AV, Auto. Yours	$12,981.39
36404	661	BAKER & TAYLOR ENTERTAIN	9/10/2018	AV	$3,230.62
36405	662	BLR	9/10/2018	Indiana Employment Law Letter subscription	$509.00
36406	663	BUSINESS MANAGEMENT DAI	9/10/2018	Subscriptions: Manager's Legal Bulletin Acct# 43590832, Payroll Legal Alert Acct # 43590834, HR Specialist Acct# 43743204	$505.00
36407	664	COUNTRYSIDE LANDSCAPIN	9/10/2018	Wh: Irrigation system repair	$1,401.00
36408	665	CULLIGAN WATER CONDITIO	9/10/2018	Wh: Water Cooler Rental- September 2018, 5-gallon drinking water- 6	$57.45
36409	666	DELTA DENTAL	9/10/2018	Dental Ins. Premiums- September 2018	$577.98
36410	667	DEMCO	9/10/2018	Equipment, Library Supplies	$631.00
36411	668	EDWARD P. DUMAS	9/10/2018	Legal Assistance: Building Demolition	$250.00
36412	669	ENA SERVICES LLC	9/10/2018	Internet Service- August 2018	$1,426.55
36413	670	FINDAWAY WORLD, LLC	9/10/2018	Playaway Views, Playaway Launchpad	$519.95
36414	671	HAMSTRA BUILDERS, INC.	9/10/2018	Rens: Roof inspection & repair	$90.00
36415	672	ICC BUSINESS PRODUCTS	9/10/2018	Office & janitorial supplies	$47.25
36416	673	INDIANA LIBRARY FEDERATIO	9/10/2018	2018 Legislative Fall Forum registrations	$80.00
36417	674	KAPCO	9/10/2018	Library supplies	$258.53
36418	675	KIM DELGER	9/10/2018	Mileage 6/4-8/9/18	$156.96
36419	676	KROGER GARDIS & REGAS, L	9/10/2018	Legal Assistance: FMLA, Policy recommendations	$870.00
36420	677	MANAGE MOBILITY	9/10/2018	Hotspot devices: Sprint Pocket WiFi 306ZT	$1,836.00
36421	678	MELISSA SMITH	9/10/2018	Mileage 8/21/18	$130.26
36422	679	MIDWEST TAPE	9/10/2018	AV	$877.98
36423	680	NANETTE SPEACHT	9/10/2018	Circulations Counterparts meeting expenses	$7.80
36424	681	NIMBO IP LLC	9/10/2018	Monthly Managed Service Fee	$815.00
36425	682	NIPSCO	9/10/2018	DeM & Wh: Gas & electric service	$5,988.50
36426	683	NITCO	9/10/2018	DeM: Local Phone & Fax Service- September 2018	$177.12
36427	684	OFFICE DEPOT	9/10/2018	Library, office, & janitorial supplies	$634.68
36428	685	PATTY STRINGFELLOW	9/10/2018	Mileage 8/4-8/29/18	$82.84
36429	686	PIKE COUNTY PUBLIC LIBRAR	9/10/2018	Lost SRCS item	$19.99
36430	687	POSTMASTER	9/10/2018	Stamps, pre-stamped postcards	$260.20
36431	688	PRECISION CONTROL SYSTE	9/10/2018	Rens: HVAC repair	$3,077.19

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36432	689	QUILL CORPORATION	9/10/2018	Office, janitorial, & other operating supplies	$319.95
36433	690	RAINBOW BOOK COMPANY	9/10/2018	Books	$2,041.74
36434	691	REPUBLIC SERVICES #715	9/10/2018	Wh: Trash Service- September 2018	$125.80
36435	692	SCHOLASTIC LIBRARY PUBLI	9/10/2018	Continuations	$156.00
36436	693	SHEILA MAXWELL	9/10/2018	Mileage 5/15-9/4/18; presentation remote battery	$399.39
36437	694	SUNRISE PACKAGING INC.	9/10/2018	TV Series cases	$571.40
36438	695	TRUGREEN PROCESSING CE	9/10/2018	Rens: Insect & disease control treatment	$89.00
36439	696	VERNON AREA PUBLIC LIBRA	9/10/2018	Damaged ILL item	$30.00
36440	697	WAL-MART COMMUNITY/SYN	9/10/2018	Library supplies, Program expenses	$92.51
36441	698	VISION SERVICE PLAN	9/10/2018	Vision Ins. Premiums- September 2018	$226.67
36442	699	ACE HARDWARE	9/10/2018	Maintenance supplies	$18.95
36443	700	BOOKPAGE	9/10/2018	BookPage subscription October 2018 - September 2019	$528.00
36444	701	BUSINESS CARD	9/10/2018	Library, office, & maintenance supplies; Professional Meeting/Conference expenses; Equipment	$770.93
36445	702	CENTURYLINK	9/10/2018	Long distance phone service- August 2018	$24.30
36446	703	CENTURYLINK	9/10/2018	Rens: Fax line	$56.00
36447	704	CULBRETH'S LAWN & TREE L	9/10/2018	Rens: Tree removal	$650.00
36448	705	DEMCO	9/10/2018	Library supplies, equipment	$596.77
36449	706	DONNA BARKO	9/10/2018	Mileage 8/6-9/6/18	$31.17
36450	707	HP PRODUCTS	9/10/2018	Janitorial supplies	$311.18
36451	708	INDIANA WASTE SERVICE	9/10/2018	DeM: Trash pick-up September 2018	$91.55
36452	709	KARLA HAUSENFLECK	9/10/2018	Mileage 8/19-8/20/18	$191.30
36453	710	S & S WORLDWIDE, INC	9/10/2018	Library supplies & equipment	$284.64
36454	711	UNIQUE MANAGEMENT SERVI	9/10/2018	Collections: Initial/Secondary Placements- August 2018	$143.20
36455	712	USA TODAY	9/10/2018	Rens & Wh: Newspaper subscriptions Acct# 4243565 and Acct# 4209466	$684.27
0	713	PAYROLL	9/25/2018	PAYROLL	$52,120.68
0	714	AFLAC	9/25/2018	Supplemental Insurance September 2018 (Conf #709)	$701.88
0	715	ALLIANCE BANK	9/25/2018	Direct Deposit Fees - August 2018, Annual Fee, Customer Setup Fee	$76.70
0	716	CENTURYLINK	9/25/2018	Wh: Fax line (Conf #710)	$64.59
0	717	CHRISTINA SANDERS	9/25/2018	Courier Mileage 9/1 - 9/15/18 (Conf. #712)	$279.59
0	718	CITY OF RENSSELAER	9/25/2018	RENS: Utilities 8/8 - 9/10/2018 (Conf. #711)	$4,962.49
0	719	GREAT-WEST RETIREMENT S	9/25/2018	Annuity Contributions withheld 9/25/18 Payroll (conf# 713)	$1,395.00
0	720	INDIANA CHILD SUPPORT BU	9/25/2018	Child Support Garnishment: Andrea Prescaro 9/25/18 Payroll (Payment #1890320180920165831)	$80.17
0	721	INPRS fbo PERF	9/25/2018	INPRS Contributions 9/25/18 Payroll	$6,214.65
0	722	IRS USA TAXPAYMENT	9/25/2018	Federal Withholding, Medicare, & FICA withheld 9/25/18 Payroll & Ins. (Acknowledgement #21633705)	$11,045.69
0	723	SPRINT	9/25/2018	Hotspot Data Service August 12-September 11, 2018 (Conf #714)	$2,081.79
0	724	SQUARE, INC	9/30/2018	Merchant Processing Fees- September 2018	$6.80

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$224,747.12**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 03, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$224,747.12**

Date this 8th **day of** October **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$872.01	$22,440.49
DeMotte	$286.62	$6,970.76		
Rensselaer	$358.61	$9,530.96		
Wheatfield	$226.78	$5,938.77		
PHOTOCOPIES:			$810.69	$8,352.47
DeMotte	$286.70	$2,858.95		
Rensselaer	$328.39	$3,770.22		
Wheatfield	$195.60	$1,723.30		
INTEREST (Checking, Repurchase, CDs):			$40.33	$418.17
TAXES:			$76,695.72	$1,455,311.90
Property Tax	$0.00	$689,272.81		
LOIT	$17,903.55	$161,131.95		
License Excise Tax	$0.00	$60,242.07		
Financial Institution Tax	$0.00	$1,406.88		
CVET(Commercial Vehicle Excise)	$0.00	$6,817.66		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$536,440.53		
TAXABLE SALES:-			$1.27	$53.54
REFUNDS:			$292.00	$2,594.55
Rebates/Refund	$192.00	$252.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$1,900.00		
Reimbursement	$0.00	$409.81		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$78,712.02**	**$1,489,171.12**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$0.00	$13,282.45
DeMotte	$0.00	$4,502.88		
Rensselaer	$0.00	$6,514.31		
Wheatfield	$0.00	$2,265.26		
LIB. IMPROV. RESERVE FUND:			$17.77	$173.22
Interest Earned	$17.77	$173.22		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$40,739.53
Property Tax	$0.00	$37,552.65		
License Excise Tax	$0.00	$2,804.05		
Financial Institution Tax	$0.00	$65.49		
CVET(Commercial Vehicle Excise)	$0.00	$317.34		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,349.82	$26,445.06
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,349.82	$26,445.06		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$7.09	$164.68
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$82,086.70**	**$1,590,012.81**

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WITHHOLDING ACCOUNT FUNDS:			$31,565.96	$281,525.54
FIT Tax Collected	$7,057.68	$64,443.88		
FICA Collected	$8,004.26	$71,170.39		
State Tax Collected	$3,582.99	$32,227.13		
County Tax Collected	$2,807.40	$25,041.01		
Deferred Comp Plan	$2,790.00	$22,910.00		
Pre-tax Insurance Plans	$3,722.92	$33,506.28		
Life Insurance	$180.62	$1,637.58		
INPRS	$3,259.75	$29,122.75		
Garnishments	$160.34	$1,466.52		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			**$113,652.66**	**$1,871,538.35**

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Voucher List

Jasper County Public Library

Report Date: From 10/1/2018 To 10/8/2018

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36456	726	AARON'S LAWN CARE	10/8/2018	Mowing & edging	$780.00
36457	727	ABONMARCHE CONSULTANT	10/8/2018	Demolition Observation	$3,800.00
36458	728	ANTHEM BLUE CROSS BLUE	10/8/2018	Health Ins. Premiums- October 2018	$13,963.67
36459	729	ANTHEM LIFE	10/8/2018	Life Ins. Premiums- October 2018	$103.14
36460	730	BLUETARP FINANCIAL, INC	10/8/2018	Maintenance supplies	$22.95
36461	731	BRODART CO.	10/8/2018	Shelving	$170.57
36462	732	CARDINAL OFFICE PRODUCT	10/8/2018	DeMotte Patron Copier Maintenance 9/24/17-9/24/18	$328.36
36463	733	CINDY SMITH	10/8/2018	Mileage 9/7/18	$23.76
36464	734	CONSOLIDATED INSURANCE	10/8/2018	Semi-annual premium for building insurance	$9,818.00
36465	735	DEBORAH KRISTOFF	10/8/2018	Mileage 7/23-9/15/18	$300.30
36466	736	DEERWOOD GROUP LLC	10/8/2018	Countertops	$1,720.00
36467	737	DELL MARKETING L.P.	10/8/2018	Toner	$531.01
36468	738	DELTA DENTAL	10/8/2018	Dental Ins. Premiums- October 2018	$577.98
36469	739	ENA SERVICES LLC	10/8/2018	Internet Service- September 2018	$1,782.00
36470	740	GRAINGER	10/8/2018	Maintenance supplies	$143.31
36471	741	ICC BUSINESS PRODUCTS	10/8/2018	Calendar, cork bulletin bars	$359.04
36472	742	INDIANA DEPT. OF WORKFOR	10/8/2018	3rd Quarter 2018 Unemployment Compensation Pymt	$270.80
36473	743	JOHNSON CONTROLS FIRE P	10/8/2018	DeM & Rens: Fire alarm panel equipment	$3,064.72
36474	744	KAUFMAN SEAL COATING LLC	10/8/2018	DeM & Rens: Seal coat & stripe parking lots	$3,635.00
36475	745	KIRBY RISK CORPORATION	10/8/2018	Motion flood lights	$228.40
36476	746	LINDA POORTENGA	10/8/2018	Mileage 8/16-9/28/18	$165.14
36477	747	MARLENE BEEDLE	10/8/2018	Mileage 8/7-9/7/18	$17.44
36478	748	NANETTE SPEACHT	10/8/2018	Mileage 8/29-9/19/18	$68.67
36479	749	NEILE TRAINOR	10/8/2018	Mileage 6/27-9/28/18	$112.27
36480	750	NIMBO IP LLC	10/8/2018	Monthly Managed Service Fee	$815.00
36481	751	NITCO	10/8/2018	DeM: Local Phone & Fax Service- October 2018	$178.20
36482	752	OFFICE DEPOT	10/8/2018	Library & office supplies	$324.77
36483	753	PATTY STRINGFELLOW	10/8/2018	Mileage 9/7-9/28/18	$95.92
36484	754	QUILL CORPORATION	10/8/2018	Library & office supplies	$479.50
36485	755	RENSSELAER LAUNDRY ROO	10/8/2018	Laundry	$20.00
36486	756	RENSSELAER ROTARY CLUB	10/8/2018	July & August 2018 dues & meals	$102.00
36487	757	REPUBLIC SERVICES #715	10/8/2018	Wh: Trash Service- October 2018	$125.80
36488	758	SHANNON HELDAK	10/8/2018	Mileage 8/19-9/14/18	$145.52
36489	759	SMITH FARM STORE	10/8/2018	Garden sprayer	$13.99
36490	760	ULINE	10/8/2018	Filament tape	$86.62
36491	761	VISION SERVICE PLAN	10/8/2018	Vision Ins. Premiums- October 2018	$226.67
36492	762	WAL-MART COMMUNITY/SYN	10/8/2018	Janitorial supplies	$26.80
36493	763	WAYFAIR	10/8/2018	Library furniture & supplies	$975.65
36494	772	ACE HARDWARE	10/8/2018	Maintenance & library supplies	$43.67
36495	773	BAKER & TAYLOR	10/8/2018	Books, Continuations, AV, Auto. Yours	$13,129.78
36496	774	BAKER & TAYLOR ENTERTAIN	10/8/2018	AV	$2,053.43
36497	775	BUSINESS CARD	10/8/2018	Library equipment & supplies, books, conference expenses, Facebook advertising, maintenance supplies	$1,957.51
36498	776	CULLIGAN WATER CONDITIO	10/8/2018	Wh: Water Cooler Rental- October 2018	$11.95
36499	777	HP PRODUCTS	10/8/2018	Plumbing repair parts	$127.50
36500	778	INDIANA GROCERY GROUP, L	10/8/2018	Program expenses	$12.75
36501	779	INDIANA WASTE SERVICE	10/8/2018	DeM: Trash pick-up October 2018	$94.75
36502	780	JAMES BULANDA	10/8/2018	Program presenter	$425.00

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36503	781	Krooswyk Plumbing, Heating &	10/8/2018	DeM: Diagnostic & trip fee to look at downstairs drinking fountain	$60.00
36504	782	MAGAZINE SUBSCRIPTION SE	10/8/2018	Annual January - May Magazine Subscription Renewals	$3,906.77
36505	783	MIDWEST TAPE	10/8/2018	AV, audiobook sleeves	$1,925.87
36506	784	NIPSCO	10/8/2018	Gas & electric service	$5,779.80
36507	785	OCI ADMINISTRATION ACCOU	10/8/2018	Digitization of yearbooks	$163.91
36508	786	OSBY WATER CONDITIONING	10/8/2018	Wh. Water softener chemicals	$183.00
36509	787	PEGGY MICHELIN	10/8/2018	Mileage 6/22-9/20/18	$18.26
36510	788	PENN STATE UNIVERSITY LIB	10/8/2018	ILL fee for out-of-state request	$15.00
36511	789	ROEING CORPORATION	10/8/2018	Tech Maintenance Support - 4th Installment 2018; Maintenance for hardware to extend life	$14,245.58
36512	790	S & S WORLDWIDE, INC	10/8/2018	Lego wheels set	$62.99
36513	791	STAPLES BUSINESS ADVANT	10/8/2018	Electric stapler, ziploc bags	$51.48
36514	792	TRUGREEN PROCESSING CE	10/8/2018	Rens: Insect & disease control treatment	$89.00
36515	793	WORTHINGTON DIRECT	10/8/2018	Paper rack	$280.93
36516	794	UNIQUE MANAGEMENT SERVI	10/8/2018	Collections: Initial/Secondary Placements- September 2018	$134.25

Total Amount of Claims **$90,376.15**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 08, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$90,376.15**

Date this 8th **day of** October **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 12, 2018, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of October Board Meeting	
Bills/Financial Reports	
Salary Ordinance Update (R 7)	
Policy Review (R 10; R 14; R 18; R 30)	

General Business

Demolition Final Report (R 35)	Information
Technical Services Librarian & Systems Administrator Annual Reports (R 35)	Information
Health Insurance Renewal (R 36)	Action
Dental Insurance Renewal (R 36)	Action
Vision Insurance Renewal (R 36)	Action
Resolution to Reduce 2018 Budget (R 36)	Action
Adoption of Revised Internal Controls Standards & System (R 36)	Action
Permission to Attend Harwood Public Innovators Lab (R 36)	Action
Resolution to Request Twelve-Month Extension for Technology Plan (R 37)	Action
Volunteer Recognition (R 37)	Information
2019 Slate of Officers (R 37)	Information
Year-End Board Meeting (R 37)	Information

Director's Report (R 35-R 39) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **October 8, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Jody Melton, Janet Umlauf, Natalie Waling, Mark Heinig, Kevin Kaluf, Janelle Harper, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent:

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Computer/Typewriter Use Policy revisions, and Reference Policy, ADA Notice, & Video Surveillance Policy reviews were approved as presented on a motion by J. Melton, seconded by K. Kaluf. Motion passed.

Demolition Progress Report: P. Stringfellow explained that she had received a report from Allison Atkinson of Abonmarche via email. The contractor has spread the black dirt but has not yet grass seeded. Once the lots are grass seeded the demolition will be complete. A representative from Abonmarche plans to be at the November Board Meeting to give their final report of the project.

Budget 2019 Adoption: P. Stringfellow reviewed with the board that the 2019 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund $2,756,160; Rainy Day Fund $519,604. The 2019 budget was adopted as advertised with a motion by M. Heinig, seconded by K. Housman. Motion was unanimously passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by J. Melton. Motion passed.

2019 Slate of Officers: The nominating committee, J. Melton (chairperson), M. Heinig, and N. Waling, will present a slate of officers for 2019 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: We had a drain back up at DeMotte Library over the 4th of July holiday that has led to a need for mold remediation and reconstruction in the men's bathroom, janitor closet, and elevator room. According to our Claims Adjustor, remediation and reconstruction should be covered entirely by insurance except for our $1000 deductible. Mold remediation began a week ago. The front foyer has been closed off during this process so patrons have been entering the library through the west meeting room door and using the elevator or stairwell to access the public service areas. Mold remediation is complete pending results of air sample tests which were taken today. Reconstruction will follow. Fine Forgiveness Month went very well. Patrons were very happy with our generosity and some accounts with high balances were cleared up. Total amount waived was $7137.34. 1043 patron accounts took advantage of fine forgiveness. Purdue Extension coordinated a Senior Expo at the fairgrounds on October 3. We had a booth to promote library programs and services, and our webmaster presented a class on eBooks and electronic services.

Items for Future Agendas: P. Stringfellow reported that, at their October meeting, the Management Team will be discussing the ways library volunteers are thanked for their service and ways the Board may be a part of this. She will bring a report back to the Board.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:15 PM.

Jody Melton, Secretary

Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
October 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	15	0	0	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	45	2	0	47
Blu-Ray (DBR)	211	3	10	224
Books on CD (DBKCD)	103	6	6	115
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	111	7	1	119
Digital Audiobooks (DDA)	15	3	2	20
DVD (DDVD)	1803	95	46	1944
Equipment (DEQP)	16	0	0	16
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	653	33	13	699
Fiction Fantasy (DFICF)	1	0	0	1
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	69	1	1	71
Fiction New (DFICNEW)	394	12	5	411
Fiction Science Fiction (DFICSF)	7	0	0	7
Fiction Western (DFICW)	21	0	10	31
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	73	3	1	77
Hanging Bags (DHANG)	18	0	3	21
Hotspots (DWIFI)	48	0	0	48
ILL (DILL)	20	0	0	20
Internet (DINTER)	562	0	0	562
Juv. Audio book (DJAUDB)	46	0	2	48
Juv. Biography (DJBIO)	46	0	2	48
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	33	0	0	33
Juvenile Easy (DJE)	779	11	18	808
Juv. Easy Non-fiction (DJENF)	38	2	1	41
Juv. Easy Reader (DJER)	491	1	2	494
Juv. Fiction (DJFIC)	452	8	9	469
Juv. Holiday books (DJHOL)	177	4	2	183
Juv. Magazine (DJMAG)	6	0	1	7
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	360	7	7	374
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	172	1	7	180
Large Print Fiction (DLPF)	118	8	7	133
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	88	9	3	100
Large Print Nonfic (DLPNF)	12	0	0	12
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	424	3	9	436
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	0	1	4
Nonfiction 100 (DNF100)	10	2	2	14
Nonfiction 200 (DNF200)	10	1	4	15
Nonfiction 300 (DNF300)	26	1	0	27
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	10	0	3	13
Nonfiction 600 (DNF600)	88	2	3	93
Nonfiction 700 (DNF700)	50	2	9	61
Nonfiction 800 (DNF800)	15	1	0	16
Nonfiction 900 (DNF900)	38	2	3	43
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	56	5	0	61
Nonfiction (DNFIC)	12	1	0	13
Nonfiction New (DNFNEW)	121	10	4	135
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	6	0	0	6
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	122	1	123
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	2	0	2
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	128	8	6	142
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	21	0	1	22
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	11	0	0	11
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	9	20	0	29
Blu-Ray (RBR)	5	486	10	501

Books on CD (RBKCD)	3	115	4	122
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	11	151	2	164
Digital Audiobooks (RDA)	4	14	0	18
DVD (RDVD)	44	2830	49	2923
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	28	431	13	472
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	18	304	14	336
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	6	102	3	111
Hanging Bag (RHANG)	0	9	0	9
Hotspots (RWIFI)	0	45	0	45
ILL (RILL)	1	29	0	30
Internet (RINTER)	0	733	0	733
Juv. Audio book (RJAUDB)	2	21	1	24
Juv. Biography (RJBIO)	3	14	0	17
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	28	0	28
Juvenile Easy (RJE)	10	555	12	577
Juv. Easy Non-fiction (RJENF)	0	88	0	88
Juv. Easy Reader (RJER)	10	300	2	312
Juv. Fiction (RJFIC)	14	391	1	406
Juv. Magazine (RJMAG)	0	15	0	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	13	321	9	343
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	0	133	0	133
Large Print Fiction (RLPF)	10	163	4	177
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	87	1	93
Large Print Nonfic (RLPNF)	1	6	0	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	334	0	336
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	5	0	5
Non-Fiction 100 (RNF100)	7	8	3	18
Non-Fiction 200 (RNF200)	5	15	2	22
Non-Fiction 300 (RNF300)	8	20	2	30
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	1	9	0	10
Non-Fiction 600 (RNF600)	21	122	7	150
Non-Fiction 700 (RNF700)	5	40	0	45
Non-Fiction 800 (RNF800)	0	15	0	15
Non-Fiction 900 (RNF900)	7	42	1	50
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	5	179	2	186

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	11	185	21	217
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	3	0	4
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	7	0	7
SRCS (SRCS) DeMotte	70	4	5	79
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	4	27	31
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	4	0	4
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	85	1	90
YA Music CD (RYACD)	3	15	2	20
YA Nonfiction (RYANF)	0	6	0	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	2	8	15
Blu-Ray (WBR)	2	7	280	289
Books on CD (WBKCD)	17	8	125	150
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	13	6	125	144
Digital Audiobooks (WDA)	1	1	11	13
DVD (WDVD)	29	82	1909	2020
Equipment (WEQP)	0	0	12	12
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	13	13	213	239
Fiction Fantasy (WFICF)	0	4	6	10
Fiction Inspirational (WFICI)	17	0	111	128
Fiction Mystery (WFICM)	0	3	45	48
Fiction New (WFICNEW)	18	10	216	244
Fiction Science Fiction (WFICSF)	0	1	9	10
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	17	2	62	81
Hanging Bags (WHANG)	0	0	11	11
Hotspots (WWIFI)	0	0	45	45
ILL (WILL)	3	1	21	25
Internet (WINTER)	0	0	355	355
Juv. Audio book (WJAUDB)	6	0	26	32
Juv. Biography (WJBIO)	4	1	9	14

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	13	14
Juvenile Easy (WJE)	13	13	622	648
Juv. Easy Non-fiction (WJENF)	1	0	52	53
Juv. Easy Reader (WJER)	4	1	242	247
Juv. Fiction (WJFIC)	50	26	266	342
Juv. Magazine (WJMAG)	0	0	8	8
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	23	7	147	177
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	0	2	227	229
Large Print Fiction (WLPF)	8	4	55	67
Large Print Inspirational (WLPI)	0	0	5	5
Large Print Mystery (WLPM)	0	0	7	7
Large Print New (WLPN)	5	4	115	124
Large Print Nonfic (WLPNF)	1	0	6	7
Large Print Western (WLPW)	0	1	0	1
Magazine (WMAG)	2	0	208	210
Non-Fiction 000 (WNF000)	0	0	6	6
Non-Fiction 100 (WNF100)	0	0	7	7
Non-Fiction 200 (WNF200)	1	0	2	3
Non-Fiction 300 (WNF300)	4	4	20	28
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	3	3
Non-Fiction 600 (WNF600)	8	6	28	42
Non-Fiction 700 (WNF700)	3	0	4	7
Non-Fiction 800 (WNF800)	0	1	0	1
Non-Fiction 900 (WNF900)	7	2	14	23
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	4	123	130
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	2	45	54
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	0	3	3	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	9	91	113
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	0	0	2	2
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8694	9117	6333	24144

CIRCULATION BY HOLDINGS CODE
October 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	15	0	0	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	59	24	8	91
Blu-Ray (BR)	218	496	300	1014
Books on CD (BKCD)	123	129	135	387
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	135	164	128	427
Digital Audiobooks (DA)	20	18	13	51
DVD (DVD)	1876	3007	2004	6887
Equipment (EQP)	16	6	12	34
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	694	477	239	1410
Fiction Fantasy (FICF)	1	4	6	11
Fiction Inspirational (FICI)	17	0	111	128
Fiction Mystery (FICM)	69	4	46	119
Fiction New (FICNEW)	430	326	235	991
Fiction Science Fiction (FICSF)	7	1	9	17
Fiction Western (FICW)	21	0	15	36
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	96	107	66	269
Hanging Bags (HANG)	18	9	14	41
Hotspots (WIFI)	48	45	45	138
ILL (ILL)	24	30	21	75
Internet (INTR)	562	733	355	1650
Juv. Audio book (JAUDB)	54	21	29	104
Juv. Biography (JBIO)	53	15	11	79
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	34	28	13	75
Juvenile Easy (JE)	802	579	652	2033
Juv. Easy Non-Fiction (JENF)	39	**90**	53	182
Juv. Easy Reader (JER)	505	302	246	1053
Juv. Fiction (JFIC)	516	425	276	1217
Juv. Holiday (JHOL)	177	4	2	183

Juv. Magazine (JMAG)	6	15	9	30
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	396	335	163	894
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	3	3	2	8
Juv. Toddler (JTOD)	172	136	234	542
Large Print Fiction (LPF)	136	175	66	377
Large Print Inspirational (LPI)	0	0	5	5
Large Print Mystery (LPM)	0	0	7	7
Large Print New (LPN)	98	100	119	317
Large Print Nonfic (LPNF)	14	6	6	26
Large Print Western (LPW)	0	1	0	1
Magazine (MAG)	428	337	217	982
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	5	7	15
Non-Fiction 100 (NF100)	17	10	12	39
Non-Fiction 200 (NF200)	16	16	8	40
Non-Fiction 300 (NF300)	38	25	22	85
Non-Fiction 400 (NF400)	5	1	0	6
Non-Fiction 500 (NF500)	11	9	6	26
Non-Fiction 600 (NF600)	117	130	38	285
Non-Fiction 700 (NF700)	58	42	13	113
Non-Fiction 800 (NF800)	15	17	0	32
Non-Fiction 900 (NF900)	52	46	18	116
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	64	188	125	377
Nonfiction (NFIC)	12	1	0	13
Nonfiction New (NFNEW)	139	197	70	406
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	3	0	5
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	31	12	39	82
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	4	0	7
Software (SWAR)	6	7	0	13
SRCS (SRCS) DeMotte	70	4	5	79
SRCS (From other libraries Ill-SRC	0	122	1	123
SRCS (SRCSW) Wheatfield	0	4	27	31
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	9	3	12
YA Biography (YAB)	4	1	0	5
YA Books on CD (YABKCD)	0	3	3	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	145	102	98	345
YA Music CD (YACD)	3	15	2	20
YA Nonfiction (YANF)	21	6	3	30

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	11	0	0	11
				0
Free reads	129	197	64	390
Games/Puzzles	46	74	0	120
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8900	9403	6436	24739

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1613	1285	922	3820
Nonfiction	616	579	268	1463
CHILDREN'S BOOKS				
Fiction	2010	1442	1408	4860
Nonfiction	668	447	231	1346
YA BOOKS				
Fiction	241	209	164	614
Nonfiction	25	7	3	35
Magazines, Adult	428	337	217	982
Magazines, Children	6	15	9	30
Sound Recordings, adult	278	323	282	883
Sound Recordings, ch	109	73	58	240
Online databases	0	0	0	0
Software	6	7	0	13
SRCS	70	130	33	233
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2158	3691	2429	8278
Equipment	64	51	57	172
Total	8292	8596	6081	22969
A-V Circulation	2551	4094	2769	9414
A-V Circulation as % of total	30.8%	47.6%	45.5%	41.0%

CIRCULATION STATISTICS

October 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	119	207	**1,613**	116	2	**1,285**	93	212	**922**	**3,820**
Nonfiction	78	9	**616**	113	40	**579**	40	112	**268**	**1,463**
CHILDREN'S BKS										
Fiction	96	2	**2,010**	127	2	**1,442**	89	1	**1,408**	**4,860**
Nonfiction	32	0	**668**	33	0	**447**	36	5	**231**	**1,346**
YA BOOKS										
Fiction	34	50	**241**	33	0	**209**	64	0	**164**	**614**
Nonfiction	4	0	**25**	0	0	**7**	0	2	**3**	**35**
Magazines,Adult	0	0	**428**			**337**			**217**	**982**
Magazines, Child	0	0	**6**			**15**			**9**	**30**
Games, Toys	0	0	**0**			**0**			**0**	**0**
Sound Rec/Adult	9	5	**278**	15	0	**323**	39	9	**282**	**883**
Sound Rec/Child	3	2	**109**	3	0	**73**	2	0	**58**	**240**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	144	**6**	0	0	**7**	0	0	**0**	**13**
SRCS	0	0	**70**	0	0	**130**	0	0	**33**	**233**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	42	3	**2,158**	75	13	**3,691**	61	3	**2,429**	**8,278**
Equipment	0	0	**64**		0	**51**	0	0	**57**	**172**
TOTAL	417	422	**8,292**	515	57	**8,596**	424	344	**6,081**	**22,969**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	83,765	75,485	60,997
Circulation Increase/Decrease	**9.7%**	**4.8%**	**-1.4%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	21,927	22,969	4.8%
Jan. to date circulation	220,180	218,941	-0.6%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
23,166	23,078	15,688	15,802	16,819	16,700	**Fiction**
19,285	19,354	18,994	19,067	9,203	9,131	**Nonfiction**
						CHILDREN'S BKS
16,179	16,719	13,889	14,014	12,854	12,942	**Fiction**
9,237	9,269	6,351	6,384	6,856	6,887	**Nonfiction**
						YA BOOKS
2,572	2,556	3,297	3,330	3,167	3,231	**Fiction**
642	646	389	389	267	265	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,101	4,105	439	454	4,558	4,588	**Sound Rec/Adult**
751	752	4,467	4,470	897	899	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
209	65	17	17	-11	-11	**Software**
				0	0	**SRCS**
106	106			44	44	**Vertical Files**
6,938	6,977	10,708	10,770	6,188	6,246	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
83,324	83,765	75,027	75,485	60,917	60,997	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
October 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	230	50	261	57	341	74	832	180
LOCAL HISTORY								
In person	3	1	15	4	0	0	18	5
Letters written	1	1	13	13	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	562	23	733	31	355	15	1650	69
Internet use-Wireless	1922		2325		775		5022	
VCR Use	0	0	0	0	0	0	0	0
Microforms	1	0	42	6	0	0	43	6
Public FAX24	61		23		39		123	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	6	2	36	12	0	0	42	14
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	32		3		1		36	
Outreach activities	74	74	13	9	0	0	87	58
Notarized documents	15	4	14	4	6	2	35	9
Meeting Room Use (no. of grou	46	15	57	19	32	11	135	45
Study room use	58	5	73	6	46	4	177	15
Proctoring	2	1	2	1	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0		0	0	0
E-books downloaded							2481	
IN-HOUSE USE ITEMS	802		265		124		1191	
SELF-CHECKOUT USE	111		551		146		808	
INTERLIBRARY LOANS								
Requests made for:							347	87
Items rec'd for:							307	154
Items requested by other librarie							86	
Items supplied to other libraries							73	37

REGISTRATIONS

Total Borrowers	7905	12246	5034	25185
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	302	512	130	944
Number of New Patrons Added	36	31	21	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	1	6	0	0	1	6	2	12
Children's Programs (0-13)	13	78	16	96	14	84	43	258
Number attending	263		151		233		647	
YA Programs (14-17)	1	6	1	6	3	18	5	30
Number attending	32		6		11		49	
Adult Programs	4	24	4	24	0	0	8	48
Number attending	165		90		45		300	
Senior Citizen Programs	12	72	14	84	4	24	30	180
Number attending	80		150		28		258	
Total Number of Programs	**31**	186	**35**	210	**22**	132	**88**	528
Total Persons Attending	**540**		**397**		**317**		**1254**	
Total Attending Same Month Last Yr.	440		307		306		1053	
Total Staff Hours Spent		362		370		237	969	1221
Total Number of In-House Prograı	**19**		**32**		**16**		**67**	
Total Attendance	**336**		**308**		**178**		**822**	
Total Number of Outreach Prograı	**12**		**3**		**6**		**21**	
Total Attendance	**204**		**89**		**139**		**432**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5101	61.4%	5241	60.6%	4230	70.0%	14572	63.3%
Corporate	217	2.6%	0	0.0%	0	0.0%	217	0.9%
Juvenile 0-11	79	1.0%	121	1.4%	30	0.5%	230	1.0%
Juvenile-AV	780	9.4%	996	11.5%	769	12.7%	2545	11.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	93	1.1%	373	4.3%	116	1.9%	582	2.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	39	0.5%	32	0.4%	10	0.2%	81	0.4%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	21	0.2%	0	0.0%	21	0.1%
School AV	0	0.0%	37	0.4%	0	0.0%	37	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	84	1.0%	0	0.0%	84	0.4%
Staff	1791	21.6%	1371	15.8%	603	10.0%	3765	16.4%
Walking books	90	1.1%	123	1.4%	24	0.4%	237	1.0%
YA 12-17	13	0.2%	6	0.1%	11	0.2%	30	2.6%
YA-AV	104	1.3%	244	2.8%	249	4.1%	597	2.6%
Total	8307		8655		6042		23004	
All items borrowed by nonresidents	132	1.6%	469	5.4%	126	2.1%	727	3.2%

Salary Ordinance 2018
Updated 11/12/18

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Theresa Springer	Page	$7.25	10/24/18	9	W
Lyriel Steinberg	Page	$7.25	11/5/18	9	W

We have hired Theresa Springer as Wheatfield Page, replacing Cheyann Odle who was promoted to Wheatfield Clerk.

We have hired Lyriel Steinberg as Wheatfield Page, replacing Theresa Springer who no longer works for the library.

We have examined and approved the changes to the 2018 Jasper County Public Library Salary Ordinance. Dated 11/12/18.

R10

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required).* Exceptions are made for tutors; see Study Room Policy.

The individual reserving and assuming responsibility for the room must be at least 18 years old and a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, sternocups, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for ~~single or monthly~~ meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is $50.00 plus applicable taxes due after the room has been used. A $100 security deposit is required, payable by cash or check at time key is picked up. The security deposit is forfeited if the room is not left in good condition or if rental payment is not made within two business days.

Smoking and Drinking

Smoking in any form, including e-smoking is prohibited. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; reviewed 11/18

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when overdue fines have accumulated to over $5.00 or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident ~~S~~students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

~~Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.~~

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. ~~Interlibrary loans must be processed at a patron's home library.~~ Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's ~~and VHS~~, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's ~~and VHS~~, entertainment:	1 week, with one renewal
Hotspot	1 week, with no renewal
~~Park Pass~~	~~1 week, with no renewal~~
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for one additional loan period except for Hotspots ~~and Park Passes~~. All circulating materials may be held for patrons except for Hotspots ~~and Park Passes~~. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with one three – week renewal).

Loan Limits

Blu-ray, ~~VHS~~/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, ~~5 entertainment VHS~~, ~~5 nonfiction VHS~~, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray~~, VHS~~/DVD's with signed parental permission form.
Circulating computer software:	no limit per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per card
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Adult/YA Items:	$.10 per day per item
	Juvenile items	$.05 per day per item
	Blu-ray~~, VHS and~~ /DVDs:	$1.00 per day per item
	Hotspot	$5.00 per day per item
	~~Park Pass~~	~~$1.00 per day per item~~
	Interlibrary Loan Items	$.10 per day per item (InShare/SRCS)
	Vertical file:	$.10 per vertical file heading per day (up to $1.00 per heading)
Overdue materials referred to collection agency:		$10.00 per borrower plus overdue fines/fees

~~Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.~~ The lending library determines the fees that patrons will pay for lost ILL items or ILL items returned damaged.

~~Interlibrary Loan Item Not Picked Up $1.00~~

Equipment Loans: $2.00 per day; $10.00 deposit
(exception-LCD projector $10/day with $100 deposit) refunded when material is returned undamaged
Lost Book Original retail cost of item plus $5.00 processing fee
Transparent Language Original retail cost of item plus $10.00 processing fee
Lost case- Blu-ray~~, VHS,~~ /DVD,CD, Playaway, or computer software:
$2.50 per case (this includes processing fee)
Lost case – Hotspot/Audio book/Playaway View: $6 per case (this includes processing fee)
Lost audiobook/Playaway/Playaway Views: Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets: $1.00 per item plus $1.00 processing fee
Lost or damaged computer software: Original retail cost of item plus $10.00 processing fee
Lost or damaged computer software user's guide,notebook: $5.00 for first item, $10 for more than 1 item
Lost or damaged magazine: $5.00 plus $3.00 processing fee
Other lost or damaged materials: Original retail cost of item plus $5.00 processing fee.
Lost or damaged hanging bag: $5.00 per item (this includes processing fee)
Lost or damaged bar code $.10
Lost or damaged Playaway Battery Cover: $1.50 (this includes processing fee)
Lost or damaged Playaway View Charging Cord: $15 (there is no processing fee)
Lost or damaged Hotspot: ~~$180 (there is no processing fee):~~ Original retail cost of item plus $10 processing fee
Lost or damaged Hotspot wall charger: ~~$6~~15 (there is no processing fee)
Lost or damaged Hotspot cable: ~~$4~~10 (there is no processing fee)

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00 all hardback books, Blu-ray~~, VHS,~~ /DVDs, CDs
$8.00 all paperbacks
$1.00 all vertical file items, newspapers
$25.00 computer software
$40.00 audiobooks
$50.00 Playaways
$100.00 Playaway Views

Lost or damaged borrower's card: $2.00

Photocopy Fees: 5 cents per side (black/white)
20 cents per side (color)
~~10 cents per single side~~
~~20 cents double side~~

Transparencies: 40 cents each

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from OPAC is free

~~Public Computer Workstations~~ ~~10 cents per page per side~~
~~Microfilm/Genealogy Workstations~~ ~~10 cents per page per side~~
~~Personal Devices~~ ~~10 cents per page per side~~

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy. ~~Reciprocal borrowers and PLAC users must request ILL from their home libraries. The following JCPL items will not be loaned via interlibrary loan: Genealogy, ILL with barcode, eBooks, Express, Reference, New (added in last 12 months), Professional Collection, Milroy Collection, Ready Reference, Vertical File, Textbooks,~~

~~Playaway, Playaway View, Equipment, and Leap Pad.~~

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/17

PEOPLE COUNT WEEK: WEEK OF OCTOBER 22-27, 2018

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/ OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2018	1265	1518	918	413	280	78	153	50	13	149	250	120	199	77	43	336	166	159	75	163	36	314	364	150
2017	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2016	1467	2177	1257	193	229	65	140	50	5	669	1364	351	88	88	55	189	132	145	44	84	59	148	279	52
2015	1314	1657	1098	65	252	70	18	85	3	772	1150	401	101	105	66	213	160	138	46	121	19	140	311	56
2014	1306	2309	1080	87	218	170	19	11	7	641	1135	383	107	101	77	248	142	232	51	128	28	121	420	76
2013	1338	2044	1242	101	376	193	17	10	5	487	915	322	80	123	69	187	189	209	33	104	32	128	268	59
2012	1409	2130	2037	104	155	308	11	49	0	319	446	195	55	84	103	167	136	225	48	115	42	79	176	95

Total number:

	D	R	W
2018	2904	2868	1517
2017	3148	3121	1613
2016	2938	4403	1989
2015	2669	3841	1851
2014	2580	4464	2053
2013	2371	4029	2131
2012	2192	3291	3005

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	862	333	186
In-person: Directional	1455	719	688
In-person: Reference	1360	1576	650
Total	3677	2628	1524
COPIES MADE FOR PATRONS	662	217	56

R20

Unit Name: Jasper County Public Library
Accounting Area: **Receipts**
Created: 10/20/16
Adopted: 11/13/17
Revised: ~~11/13/17~~ 11/12/18

Objectives	
Operations	All receipts for the Jasper County Public Library will be accurately recorded and deposited intact into designated depositories, so that it is clearly known how much revenue has been received, when it was received, the source and type of revenue, and what fund it has been receipted into.
Reporting	All receipts will be reported to the board at a public meeting. Receipts are reported annually to the State Board of Accounts via Indiana's Gateway. All reports are available to the public via the Gateway or upon request. All receipts will be accurately reported in their entirety and in the appropriate time period.
Compliance	Records of receipt will meet the requirements of IC 5-11 Accounting for Public Funds and IC 5-13-6 Deposit of Public Funds

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**

- **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**

2. **The oversight body oversees the entity's internal control system.**

- **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**

3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**

- **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**

4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**

- **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of**

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Accounting Area: **Receipts**
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Revised: ~~11/13/17~~ 11/12/18

utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.

- **Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.**

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Management defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below.**

7. **Management identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
  Lack of knowledge regarding statute/requirements
  Non-compliance with statute/requirements
  Non-existent or incomplete staff procedures regarding receipts
  Staff neglecting to process revenue through the cash register
  Staff entering incorrect amount when processing revenue
  Staff entering incorrect code when processing revenue
  Staff waiving fees fraudulently and stealing revenue received
  Lost or stolen revenue
  Staff depositing less than what they report they are depositing
  Deposits of funds received are not intact.
  Same staff member making deposits and doing the monthly bank reconciliation
- **Management's analysis and response to risk is as follows:**
  Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
  Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
  Staff procedures for receipts will be written, reviewed annually, and revised as needed.
  Neglecting to process revenue through the cash register is not acceptable and will be addressed with corrective measures and noted in performance reviews.

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Entering incorrect amounts and/or codes will be avoided or corrected when discovered.
Process will be established to monitor waiving on patron accounts.
With the exception of items related to the library's Summer Reading theme, staff is only allowed to purchase items as listed in the board approved policy.
Staff is not allowed to process their own transactions.
Longs and/or shorts will be reported to the Business Manager or Director on day they are discovered.
Employees and patrons are not allowed to cash personal checks from funds awaiting deposit.
Deposits should be comprised of the actual cash and checks received.
The Library Board will include in their Accounting Practices that they adopt annually, a Materiality Threshold.
Business Manager will document and resolve irregular variances and losses below the Materiality Threshold.
Director or Treasurer will report irregular variances and losses that meet or exceed the Materiality Threshold to the State Board of Accounts as per IC 5-11-1-27.
Business Manager will match the deposit receipt from the bank to the duplicate deposit slip.
Whenever possible one staff member will make the deposit and another staff member will do the monthly bank reconciliation.
The credits and debits listed on the bank statement will be compared to back-up documentation. This comparison will be completed by a staff member not completing the bank reconciliation.

8. **Management considers the potential for fraud when identifying, analyzing and responding to risks.**

- **Any actions involving receipt of revenue, deemed to be fraudulent in nature, will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft coverage in the library's building insurance.**

9. **Management identifies, analyzes and responds to significant changes that could impact the internal control system.**

- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**

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Accounting Area: **Receipts**
Created: 10/20/16
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Revised: ~~11/13/17~~ 11/12/18

- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, and entering revenue received into the financial software.**

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- **The responsibility for collecting revenue and issuing receipts is segregated from the responsibility for preparing the bank deposit.**
- **The responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited will be segregated from the responsibility for posting receipts in the accounting computer.**
- **Bank deposits will be kept in a locked file until transported to the depository.**
- **The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.**
- **The library will use cash registers in the public service departments.**
- **Numbered receipts generated by the cash register will be issued for all money collected, except for tax revenue, and a copy of the receipt will be retained until the monthly desk collection is balanced by the HR Specialist.**
- **Receipts will be issued for all revenue received with the exception of tax revenue which will be deposited immediately upon receipt.**
- **Employees will be trained in how to process checks, and checks will be stamped 'For Deposit Only' immediately upon receipt.**
- **Cash will be counted by two employees.**
- **Staff personal transactions will be conducted through the cash register by another employee.**
- **Shortages and overages with cash register receipts will be logged in the Business Office and addressed in accordance with the library's Materiality Policy.**
- **Cash register receipts will indicate the type of payment received (cash, check, etc.) and will be reconciled to the makeup of the bank deposit.**
- **Password sharing will be prohibited by policy.**
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**
- **Due to limited staff resources, we are unable to have separate cash drawers for each public service employee, to have two staff persons process mail, to have two staff persons process a single patron transaction. We accept these risks.**

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Revised: ~~11/13/17~~ 11/12/18

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in and what they did.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **Sharing user IDs, passwords, and log-in information is prohibited.**
- **Our automated system will track patron transactions and generate reports of revenue received.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern all receipt activities. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes library revenue will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Receipts are submitted to the Business Office on approved forms, dated, itemized and reflecting the source of the revenue. Business Office staff will review the receipts and supportive documents and make the deposit.

Reporting: The Business Office will review the receipts and deposits and create the Monthly Receipt Breakdown and Financial Statement. Variances will be reported to the Director.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all receipt activities and has educated its employees. Employees responsible for handling receipts are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook and staff are made aware of and trained on content.**

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- **Employees who handle receipts have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **Staff handling receipts has been educated about the receipt information required by the Business Office and the manner in which it should be conveyed.**
- **Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.**
- **All employees have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- **All library receipts are reported in the Annual Financial Report submitted through the Gateway system.**
- **Library board members receive a Receipt Breakdown and a Financial Statement at their monthly board meeting that shows all receipts received. These monthly reports are available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All deposit slips, the receipt register, the monthly receipt breakdowns and supportive documentation are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Public Service Managers will monitor their staff's adherence to internal control procedures in regard to receipt of revenue.**
- **Four times annually the Director will verify that the responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited were segregated from the responsibility for posting receipts in the accounting computer.**
- **Four times annually the Director will verify that the responsibility for verifying that we have**

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documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation were segregated.

- **Four times annually the Director will verify that a log of shortages and overages is being maintained in the Business Office.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination, will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

Director's Report
October 2018

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in November: Meeting Room Policy, Circulation Policy, and Interlibrary Loan Policy. We revised the Interlibrary Loan Policy in February, and I am not bringing any further revisions to you at this time. Revisions are recommended to the Meeting Room Policy and the Circulation Policy. Please see R 10 and R 15. The Meeting Room Policy revision is to remove three words, 'single or monthly' (see p. 102), that serve no purpose. The Circulation Policy revisions are to clarify who is eligible for a library card (the state library issued a memo late summer about some recent legislative changes). We also want to align Circulation Policy language with our Interlibrary Loan Policy. Additionally, we are removing references to VHS and Park Passes because we no longer circulate those items. We added hotspots, and adjusted some replacement fees to better reflect current costs to the library. Lastly in the Circulation Policy, we are adjusting our copying/printing fees to 5 cents (b/w) and 20 cents (color). We are reducing our b/w fee from 10 cents to 5 cents because right now in consideration of maintenance agreements, paper costs, etc. this is a more appropriate cost. We are not to make any profit. We are to sell for cost. Color is a new fee because we have just purchased copiers for patrons that will make color copies/prints! Woo Hoo! This has been in the works for a bit as we worked to find the perfect solution and implement at the perfect moment. Copiers should be delivered around Thanksgiving – all locations. Patrons will be so happy – staff too! **If you approve the Consent Agenda items, you will approve revising the Meeting Room Policy and Circulation Policy as presented.**

General Business:

Demolition Final Report: Ed Dumas will attend to make a final report on our demolition project. Work is complete.

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

Health Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2019 budget. The cost for our current health insurance plan has gone up 0%!! Coverage did not change. Rates for life insurance remain the same. We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance.

Dental Insurance Renewal: As of the writing of this report we have not received our rates for Dental Insurance. If we receive them prior to the November board meeting, we will bring a recommendation to the board.

Vision Insurance Renewal: As of the writing of this report we have not received our rates for Vision Insurance. If we receive them prior to the November board meeting, we will bring a recommendation to the board.

Resolution to Reduce 2018 Budget: We have received our 1782 Notice – DLGF Final Approval of our 2019 Budget. Last year for the first time we received approval before the end of the year. DLGF is striving to approve our budgets before the budget year begins, which is great. However in doing this it adds an additional step for the board's consideration, a Resolution to reduce the current year's budget. Here is why. When approving our budget the DLGF looks at what we have appropriated for the current year, our expected cash on hand for January if we spend all that we have permission to appropriate, and the amount we wish to appropriate for the coming year. Because we have permission to spend a certain dollar amount, they have to assume that we actually will do that. We never do. With an eye to a healthy operating balance we do not spend our budget out to zero. We retain a healthy portion to operate on for the first five months of the year. Since the budget year has not concluded, we have to officially tell DLGF that we don't plan to spend our budget out to zero by doing a resolution to reduce. As a point of information, last year at the Year End Board Meeting the board resolved to reduce the 2017 budget by $30,000. **In order for the DLGF to approve our 2019 budget we recommend that the board reduce our 2018 budget by $36,900. This simply means that we will not spend $36,900 of our approved appropriation this year. A board vote is required.**

Adoption of Revised Internal Controls Standards and System: The Library Board is required to adopt Internal Control Standards and System. There are specific requirements for this work as named in the SBA's Uniform Internal Control Standards for Indiana Political Subdivisions. In a nutshell Management is responsible for design and implementation while the Board oversees and monitors the controls that are implemented. We do review the system and recommend a revision to section 7 in the Receipts Area adding some language that further explains staff purchases. Please see R 22. A board vote is required to adopt the revised Internal Controls Standards & System.

Permission to Attend Harwood Public Innovators Lab: MCLS is sponsoring a Harwood Public Innovators Lab in Indianapolis, IN March 5-7, 2019. The Lab will

be held at Indiana Wesleyan University - Indianapolis North campus. Through a grant MCLS will fully fund tuition for the training, as well as lodging and some meals during the training, for up to 50 staff from Indiana libraries. The Harwood Public Innovators Lab is a 2.5-day experience to help us learn what it means to Turn Outward – to use the community, not our conference room, as our reference point for choices and action. Participation in the lab will also include follow-up coaching calls to further support the cohort of attendees post-training. Interested libraries must complete an application form by November 30, 2018. This is something I wish to pursue. We turned outward in 2014 as we wrote our LRP 2015-2019 which has led to some phenomenal new services and partnerships. I feel that there is more work to do in this area to take it to the next level and this lab could really help us get there. If we receive the grant it will cover hotel and some meal expenses. However the grant application includes a question about board support so I am seeking your formal support of the training. If awarded this grant Linda, Evie, Debbie, and I will travel to Indy to experience the Innovators Lab. It will help us take community engagement to a new level and help us lead our staff better. Perhaps one of you would like to join us too.

Resolution to Request Twelve-Month Extension for Technology Plan: Our current Tech Plan expired at the end of last year. Normally we would have written a new plan in 2017 and brought it to the board for adoption. For years we were required to have two plans – a Tech Plan and a Long Range Plan. Now we are to combine the plans into one document. We did not take the time to do that this year, but in 2019 we will be writing a new Long Range Plan and will include a Tech Plan section. In consideration of this time of transition and to remain compliant with Indiana Library Standards we recommend that the board resolve to request a twelve-month extension for the technology plan.

Volunteer Recognition: A board member has asked how the board might acknowledge/thank library volunteers. Here is our current approach at each library location: Wheatfield puts volunteer names in the paper and has a pizza party; DeMotte has a pizza party for teens; writes thank you notes; gets gifts; verbal thank-yous; Rensselaer has a pizza party for teens; thank-yous and small tokens are given; coffee, tea, and chocolates are made available during People Count Week; DeMotte & Wheatfield provide a thank you breakfast and carry in for the Friends when they decorate for the holidays and take the decorations down. Thank you notes/letters from a board member would be welcomed.

2019 Slate of Officers: The Nominating Committee will present a slate of officers for 2019. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Thursday, December 27, 2018. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

We are excited to receive word that DeMotte Library will receive an award from the DeMotte Chamber of Commerce at their annual meeting. Several of us will attend to celebrate!

Our Summer Reading theme for 2019 will be "A Universe of Stories".

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count is included in your packet. Please see R 20.

We have had some sizeable branches come down at DeMotte Library due to high winds. On October 20 we had minor shingle damage which Hamstra will correct for us. I am in conversation with Culbreth's Tree Service regarding the viability of this tree and recommendations.

Rayann and I viewed a webinar, On Local Government, Indiana Property Tax 2018, by Purdue Ag-Econ Professor Larry DeBoer, and we attended the 2019 ILF Legislative Fall Forum in Indianapolis which is always an informative day.

System Administrator News

Sheila was busy with our server migration process, completing migrating Wheatfield server to new equipment and preparing DeMotte servers. Rensselaer migration was delayed by cabling woes but rescheduled. Various hotspot matters took up time. She also worked on the technical side of issues related to our new patron copy/printers. Nine service requests were opened and 10 were closed.

Technical Services News

Becky assisted staff with various questions concerning our automated system, TLC, and our book vendor, Baker & Taylor. She worked on year-end reviews and prepared for TLCU. An IVY Tech library student requested an interview with Becky about cataloging. Becky agreed to meet with the student, but the student was unable to come due to a family emergency. We are happy to share what we know for the benefit of others.

DeMotte Library News

Debbie reports, "We had a regular patron come to the library who wanted to share this story: "I was in the park last week and met a new mom. There was another mom there too. The new mom was asking about what programs are available for her children in her new town. The other lady said, 'the DeMotte Library is the place to be. They have many great programs for adults and children. You will really like it. Do you want to meet me there tomorrow and I can show you around when you get your library card?' Our regular patron was so excited to share her observation with us. And we are excited too!!"

Shannon shares, "The 8th graders from DeMotte Christian walked over to get books for their History Fair project. It was a crazy, busy hour but the students

utilized ebook resources, searched the catalog, and asked for help finding books. Many of the kids could be found sitting at tables looking through the index to see if the book would work. It was also nice to see students helping other students search the catalog or find books."

Rensselaer Library News

Linda reports, "The building is doing well. At the very end of the month the Boiler alarm notified us that the blower motor was not functioning; Brandon from Precision provided excellent service and the new motor is already installed and functioning well. On Novemeber1 a new fire panel was installed. We are still experiencing vandalism of children kicking our handicap signs in areas without security feeds. Thankfully, we were able to identify and speak with the most recent participants. Stanley Steamer cleaned our Conference room carpet and brown loveseat from the children's area. Patrons and staff continue to love the water from the bottle filler. The staff lounge backsplash is up and just awaiting the grout!"

Janice reports, "Our STEAM program is off to a good start. With the help of Amara from The Purdue Extension Office we will be exploring the world of coding for Oct., Nov., and Dec. Our CDC visit has been a great success and the clients love the craft or activity I bring. We had a request for a program like DeMotte's Magnificent Monday which is geared toward the developmentally disabled. DeMotte has their program on the first Monday of the month and we will have ours on the third Monday of the month. Story times are going well and we are getting use to the new format."

Wheatfield Library News

Evie reports, "Wheatfield had a couple of exciting things happen through the month of October! We started the month offering a family program about monarch butterflies, hosted by Barb Lucas. The following day, Neile (DeMotte), Mel, Andrea (Rensselaer), and I all participated in the Senior Expo at the Jasper County Fairgrounds – I thought it was a success with (according to Alice Smith of the Purdue Extension Office) approximately 120 seniors attending; I also thought it was a nice opportunity to network with some other businesses/organizations within our community."

Nanette shares, "we have had many positive comments of our display at the front desk. We have had "The Great American Read" titles available for patron checkout since the program first began a few months ago (PBS program). We have filled the display quite regularly since many of our patrons have been checking out those titles, yay! We also have "The 100" list sheets (a list of the top 100 titles, which people were able to vote on through PBS) available for patrons to take along for themselves."

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

APPROPRIATION REDUCTION RESOLUTION/ORDINANCE

Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated; now, therefore:

Sec. 1. Be it ordained (resolved) by the Board of Trustees (Fiscal Body) of Jasper County Public Library (Taxing Unit), Jasper County, that the following existing appropriations be reduced in the following amounts:

Fund Name: 0101 General	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
Personal Services	$	$
Supplies	$	$
Other Services & Charges	$ 36,900	$ 36,900
Township Assistance	$	$
Debt Service	$	$
Capital Outlays	$	$
TOTAL for 0101 General Fund:	$ 36,900	$ 36,900

(Repeat for any other funds.)

****

Adopted this 12th day of November, 2018.

NAY AYE

ATTEST:

Secretary of Fiscal Body

RESOLUTION TO REQUEST TWELVE-MONTH EXTENSION FOR TECHNOLOGY PLAN
January 1, 2018 THROUGH December 31, 2018

WHEREAS, Board of the Jasper County Public Library desires to extend the current technology plan for twelve (12) months.

WHEREAS, Board of the Jasper County Public Library agree to compose a new technology plan to cover the years January 1, 2019—December 31, 2019 addressing the following components:

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve library services.
2. The plan has a professional development (training) strategy to ensure that staff know how to use the new technologies to improve library services.
3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve library services.
4. The plan provides for financial resources and sustainability in the budget to acquire and maintain the hardware, software, professional development, and other services that are needed to implement the strategy for improved library services.
5. The plan includes an ongoing evaluation process that enables the library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise. The plan, updates and revisions are filed with the Indiana.
6. The plan includes an automation plan that conforms to national cataloging standards.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Jasper County Public Library do pass this resolution at a public library board of trustees meeting and agree to request an extension of the current technology plan.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 12th day of November, 2018, at which meeting a quorum was present.

NAY	AYE
	Natalie A. Waling

ATTEST:

Secretary

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JCPL FINANCIAL STATEMENT
October 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$209,593.54**	$1,971,294.59	**$80,270.64**	$1,569,441.76	**$340,259.51**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$305.79	$11,720.29	$3,582.60	$16,865.05	**$20,669.80**
DeMotte	$4,601.74	**$47.29**	$4,133.87	**$1,535.48**	$6,038.36	**$6,506.23**
Rensselaer	$7,026.80	**$110.28**	$4,692.68	**$100.00**	$6,614.31	**$8,948.43**
Wheatfield	$3,896.50	**$148.22**	$2,893.74	**$1,947.12**	$4,212.38	**$5,215.14**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$20.95**	$194.17	**$231,729.87**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$0.00**	$40,739.53	**($32,679.13)**
Rainy Day Fund Includes Investments of: **$2,043,577.84**	$2,366,108.41	**$3,800.00**	$51,492.00	**$3,755.77**	$30,200.83	**$2,344,817.24**
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$17,698.55	**$0.00**	$20,036.75	**$2,338.20**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$14.36**	$179.04	**$199.28**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$6,817.83**	$71,261.71	**$6,817.83**	$71,261.71	**$0.00**
FICA Tax Collected	$0.00	**$7,750.17**	$78,920.56	**$7,750.17**	$78,920.56	**$0.00**
State Tax Collected	$3,450.69	**$3,582.99**	$35,677.87	**$3,477.01**	$35,704.14	**$3,476.96**
County Tax Collected	$2,657.58	**$2,807.40**	$27,698.54	**$2,711.62**	$27,752.63	**$2,711.67**
Deferred Comp.	$0.00	**$2,790.00**	$25,700.00	**$2,790.00**	$25,700.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$37,225.83	**$3,722.92**	$37,229.20	**$3.37**
Employee Life Insur.	$0.00	**$180.63**	$1,817.30	**$180.62**	$1,818.20	**$0.90**
Employee INPRS	$0.00	**$3,179.60**	$32,302.35	**$3,179.60**	$32,302.35	**$0.00**
Garnishments	$0.00	**$160.34**	$1,626.86	**$160.34**	$1,626.86	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$246,473.22**	**$2,528,079.36**	**$118,434.43**	**$1,989,972.78**	**$2,913,797.67**

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Bank Balances

Jasper County Public Library

Report as of: **10/31/2018**

	Bank	
1	Alliance Bank	$869,949.83
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,043,577.84
	Total all banks =	**$2,913,797.67**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18
								$3,384.07	Jul-18
								$3,441.42	Aug-18
								$3,326.41	Sep-18
								$3,728.37	Oct-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$29,919.10**

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Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **10/1/2018** ***To*** **10/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$62,379.20	$12,625.80	16.8
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$91,108.87	$930,224.61	$196,486.39	17.4
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,362.30	$73,377.52	$19,102.48	20.7
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,750.17	$78,920.56	$20,085.44	20.3
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$270.80	$2,676.57	$1,846.43	40.8
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,343.42	$94,874.93	$19,327.07	16.9
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,669.78	$116,676.95	$30,030.05	20.5
Subtotal	*$1,658,634.00*		$1,658,634.00	$133,755.74	$1,359,130.34	$299,503.66	18.1
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$313.04	$286.96	47.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$1,236.21	$5,993.58	$2,506.42	29.5
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$26.80	$5,484.23	$1,015.77	15.6
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$395.27	$3,407.30	$3,592.70	51.3
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$0.00	$1,070.43	($70.43)	-7.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$1.77	$275.33	$124.67	31.2
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$204.00	$515.73	$484.27	48.4
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$1,278.85	$13,756.95	$3,893.05	22.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*		$43,750.00	$3,142.90	$30,916.59	$12,833.41	29.3
3. Other Services and Charge							

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$0.00	$1,980.00	$6,520.00	76.7
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$623.91	$3,229.28	$13,570.72	80.8
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$18,895.61	$7,934.39	29.6
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$24,500.00	($2,900.00)	-13.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$1,138.60	$6,753.89	($253.89)	-3.9
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$1,454.28	$1,545.72	51.5
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,731.83	$14,189.91	$5,810.09	29.1
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$1,198.13	$9,687.01	$1,312.99	11.9
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$191.68	$1,331.54	$668.46	33.4
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$237.61	$12,487.68	$64,612.32	83.8
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$1.12	$286.67	$313.33	52.2
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$1,961.97	($161.97)	-9.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$9,818.00	$27,713.00	$1,287.00	4.4
3.51	GAS	$45,000.00	$0.00	$45,000.00	$823.43	$12,646.56	$32,353.44	71.9
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$9,411.80	$84,111.26	$15,888.74	15.9
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$2,601.09	$1,398.91	35.0
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$649.05	$6,397.29	$1,602.71	20.0
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$4,564.00	$43,926.49	$74,343.51	62.9
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$266.50	$33.50	11.2
3.91	DUES	$2,200.00	$0.00	$2,200.00	$32.00	$578.00	$1,622.00	73.7
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$14,854.55	$110,739.66	$27,482.34	19.9
	Subtotal	*$707,012.00*		$707,012.00	$45,519.91	$388,673.79	$318,338.21	45.0
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$7,094.84	$12,585.50	$68,564.50	84.5
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$11,936.02	$114,109.19	$45,890.81	28.7
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$3,906.77	$19,934.62	$5,065.38	20.3
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,237.36	$45,944.56	$14,055.44	23.4
	Subtotal	*$326,312.00*		$326,312.00	$27,174.99	$192,573.87	$133,738.13	41.0
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$209,593.54	$1,971,294.59	$764,413.41	27.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **10/1/2018** ***To*** **10/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$0.00	$1,550.00	$18,450.00	92.3
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$3,800.00	$17,515.00	$47,485.00	73.1
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$0.00	$32,427.00	$75,846.00	70.1
Subtotal	*$193,273.00*		$193,273.00	$3,800.00	$51,492.00	$141,781.00	73.4
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$3,800.00	$51,492.00	$216,781.00	80.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **10/1/2018** ***To*** **10/31/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$17,698.55	($17,698.55)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$17,698.55	($17,698.55)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$17,698.55	($17,698.55)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From **10/1/2018** *To* **10/31/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	725	PAYROLL	10/10/2018	PAYROLL	$51,197.28
36456	726	AARON'S LAWN CARE	10/8/2018	Mowing & edging	$780.00
36457	727	ABONMARCHE CONSULTANT	10/8/2018	Demolition Observation	$3,800.00
36458	728	ANTHEM BLUE CROSS BLUE	10/8/2018	Health Ins. Premiums- October 2018	$13,963.67
36459	729	ANTHEM LIFE	10/8/2018	Life Ins. Premiums- October 2018	$103.14
36460	730	BLUETARP FINANCIAL, INC	10/8/2018	Maintenance supplies	$22.95
36461	731	BRODART CO.	10/8/2018	Shelving	$170.57
36462	732	CARDINAL OFFICE PRODUCT	10/8/2018	DeMotte Patron Copier Maintenance 9/24/17-9/24/18	$328.36
36463	733	CINDY SMITH	10/8/2018	Mileage 9/7/18	$23.76
36464	734	CONSOLIDATED INSURANCE	10/8/2018	Semi-annual premium for building insurance	$9,818.00
36465	735	DEBORAH KRISTOFF	10/8/2018	Mileage 7/23-9/15/18	$300.30
36466	736	DEERWOOD GROUP LLC	10/8/2018	Countertops	$1,720.00
36467	737	DELL MARKETING L.P.	10/8/2018	Toner	$531.01
36468	738	DELTA DENTAL	10/8/2018	Dental Ins. Premiums- October 2018	$577.98
36469	739	ENA SERVICES LLC	10/8/2018	Internet Service- September 2018	$1,782.00
36470	740	GRAINGER	10/8/2018	Maintenance supplies	$143.31
36471	741	ICC BUSINESS PRODUCTS	10/8/2018	Calendar, cork bulletin bars	$359.04
36472	742	INDIANA DEPT. OF WORKFOR	10/8/2018	3rd Quarter 2018 Unemployment Compensation Pymt	$270.80
36473	743	JOHNSON CONTROLS FIRE P	10/8/2018	DeM & Rens: Fire alarm panel equipment	$3,064.72
36474	744	KAUFMAN SEAL COATING LLC	10/8/2018	DeM & Rens: Seal coat & stripe parking lots	$3,635.00
36475	745	KIRBY RISK CORPORATION	10/8/2018	Motion flood lights	$228.40
36476	746	LINDA POORTENGA	10/8/2018	Mileage 8/16-9/28/18	$165.14
36477	747	MARLENE BEEDLE	10/8/2018	Mileage 8/7-9/7/18	$17.44
36478	748	NANETTE SPEACHT	10/8/2018	Mileage 8/29-9/19/18	$68.67
36479	749	NEILE TRAINOR	10/8/2018	Mileage 6/27-9/28/18	$112.27
36480	750	NIMBO IP LLC	10/8/2018	Monthly Managed Service Fee	$815.00
36481	751	NITCO	10/8/2018	DeM: Local Phone & Fax Service- October 2018	$178.20
36482	752	OFFICE DEPOT	10/8/2018	Library & office supplies	$324.77
36483	753	PATTY STRINGFELLOW	10/8/2018	Mileage 9/7-9/28/18	$95.92
36484	754	QUILL CORPORATION	10/8/2018	Library & office supplies	$479.50
36485	755	RENSSELAER LAUNDRY ROO	10/8/2018	Laundry	$20.00
36486	756	RENSSELAER ROTARY CLUB	10/8/2018	July & August 2018 dues & meals	$102.00
36487	757	REPUBLIC SERVICES #715	10/8/2018	Wh: Trash Service- October 2018	$125.80
36488	758	SHANNON HELDAK	10/8/2018	Mileage 8/19-9/14/18	$145.52
36489	759	SMITH FARM STORE	10/8/2018	Garden sprayer	$13.99
36490	760	ULINE	10/8/2018	Filament tape	$86.62
36491	761	VISION SERVICE PLAN	10/8/2018	Vision Ins. Premiums- October 2018	$226.67
36492	762	WAL-MART COMMUNITY/SYN	10/8/2018	Janitorial supplies	$26.80
36493	763	WAYFAIR	10/8/2018	Library furniture & supplies	$975.65
0	764	CHRISTINA SANDERS	10/10/2018	Courier Mileage 9/16 - 9/30/18 (Conf. #715)	$361.34
0	765	GREAT-WEST RETIREMENT S	10/10/2018	Annuity Contributions withheld 10/10/18 Payroll (conf# 718)	$1,395.00
0	766	INDIANA CHILD SUPPORT BU	10/10/2018	Child Support Garnishment: Andrea Prescaro 10/10/18 Payroll (Payment #1890320181008101035)	$80.17
0	767	INDIANA DEPARTMENT OF RE	10/10/2018	State & County Taxes withheld September 2018 Payrolls (Ref. #80734)	$6,390.39
0	768	INPRS fbo PERF	10/10/2018	INPRS Contributions10/10/18 Payroll	$6,121.81
0	769	IRS USA TAXPAYMENT	10/10/2018	Federal Withholding, Medicare, & FICA withheld 10/10/18 Payroll & Ins. (Acknowledgement #14811413)	$10,870.90

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	770	TOWN OF DEMOTTE	10/10/2018	DeM: Water & Sewer Service- September 2018 (Conf. #717)	$168.10
0	771	TOWN OF WHEATFIELD	10/10/2018	Wh: Sewer Service- October 2018 (Conf# 716)	$77.35
36494	772	ACE HARDWARE	10/8/2018	Maintenance & library supplies	$43.67
36495	773	BAKER & TAYLOR	10/8/2018	Books, Continuations, AV, Auto. Yours	$13,129.78
36496	774	BAKER & TAYLOR ENTERTAIN	10/8/2018	AV	$2,053.43
36497	775	BUSINESS CARD	10/8/2018	Library equipment & supplies, books, conference expenses, Facebook advertising, maintenance supplies	$1,957.51
36498	776	CULLIGAN WATER CONDITIO	10/8/2018	Wh: Water Cooler Rental- October 2018	$11.95
36499	777	HP PRODUCTS	10/8/2018	Plumbing repair parts	$127.50
36500	778	INDIANA GROCERY GROUP, L	10/8/2018	Program expenses	$12.75
36501	779	INDIANA WASTE SERVICE	10/8/2018	DeM: Trash pick-up October 2018	$94.75
36502	780	JAMES BULANDA	10/8/2018	Program presenter	$425.00
36503	781	Krooswyk Plumbing, Heating &	10/8/2018	DeM: Diagnostic & trip fee to look at downstairs drinking fountain	$60.00
36504	782	MAGAZINE SUBSCRIPTION SE	10/8/2018	Annual January - May Magazine Subscription Renewals	$3,906.77
36505	783	MIDWEST TAPE	10/8/2018	AV, audiobook sleeves	$1,925.87
36506	784	NIPSCO	10/8/2018	Gas & electric service	$5,779.80
36507	785	OCI ADMINISTRATION ACCOU	10/8/2018	Digitization of yearbooks	$163.91
36508	786	OSBY WATER CONDITIONING	10/8/2018	Wh. Water softener chemicals	$183.00
36509	787	PEGGY MICHELIN	10/8/2018	Mileage 6/22-9/20/18	$18.26
36510	788	PENN STATE UNIVERSITY LIB	10/8/2018	ILL fee for out-of-state request	$15.00
36511	789	ROEING CORPORATION	10/8/2018	Tech Maintenance Support - 4th Installment 2018; Maintenance for hardware to extend life	$14,245.58
36512	790	S & S WORLDWIDE, INC	10/8/2018	Lego wheels set	$62.99
36513	791	STAPLES BUSINESS ADVANT	10/8/2018	Electric stapler, ziploc bags	$51.48
36514	792	TRUGREEN PROCESSING CE	10/8/2018	Rens: Insect & disease control treatment	$89.00
36515	793	WORTHINGTON DIRECT	10/8/2018	Paper rack	$280.93
36516	794	UNIQUE MANAGEMENT SERVI	10/8/2018	Collections: Initial/Secondary Placements- September 2018	$134.25
0	795	PAYROLL	10/25/2018	PAYROLL	$53,524.29
0	796	AFLAC	10/25/2018	Supplemental Insurance October 2018 (Conf #723)	$701.88
0	797	CENTURYLINK	10/25/2018	Long distance phone service- Octobert 2018 (Conf # 719)	$24.23
0	798	CENTURYLINK	10/25/2018	Rens: Fax line October 2018 (Conf #722)	$56.27
0	799	CENTURYLINK	10/25/2018	Wh: Fax line October 2018 (Conf #724)	$64.90
0	800	CHRISTINA SANDERS	10/25/2018	Courier Mileage 10/1 - 10/15/18 (Conf. #720)	$402.21
0	801	CITY OF RENSSELAER	10/25/2018	RENS: Utilities 9/10 - 10/9//2018 (Conf. #721)	$4,870.73
0	802	GREAT-WEST RETIREMENT S	10/25/2018	Annuity Contributions withheld 10/25/18 Payroll (conf# 725)	$1,395.00
0	803	INDIANA CHILD SUPPORT BU	10/25/2018	Child Support Garnishment: Andrea Prescaro 10/25/18 Payroll (Payment #1890320181023130946)	$80.17
0	804	INPRS fbo PERF	10/25/2018	INPRS Contributions10/25/18 Payroll	$6,401.21
0	805	IRS USA TAXPAYMENT	10/25/2018	Federal Withholding, Medicare, & FICA withheld 10/25/18 Payroll & Ins. (Acknowledgement #53246349)	$11,447.27
0	806	SPRINT	10/25/2018	Hotspot Data Service September 12-October 11, 2018 (Conf #726)	$237.61
0	807	DELUXE BUSINESS CHECKS	10/12/2018	Deposit Slips for Alliance Bank (automatic withdrawal 10/12/18)	$137.11
0	808	SQUARE, INC	10/31/2018	Merchant Processing Fees- October 2018	$15.05
0	809	ALLIANCE BANK	10/31/2018	Direct Deposit Fees - September 2018, Annual Fee	$76.80

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$246,473.22**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, November 08, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$246,473.22**

Date this 12th **day of** November **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,965.81	$24,406.30
DeMotte	$483.85	$7,454.61		
Rensselaer	$814.40	$10,345.36		
Wheatfield	$667.56	$6,606.33		
PHOTOCOPIES:			$1,247.92	$9,600.39
DeMotte	$321.20	$3,180.15		
Rensselaer	$670.82	$4,441.04		
Wheatfield	$255.90	$1,979.20		
INTEREST (Checking, Repurchase, CDs):			$36.11	$454.28
TAXES:			$76,695.72	$1,532,007.62
Property Tax	$0.00	$689,272.81		
LOIT	$17,903.55	$179,035.50		
License Excise Tax	$0.00	$60,242.07		
Financial Institution Tax	$0.00	$1,406.88		
CVET(Commercial Vehicle Excise)	$0.00	$6,817.66		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$595,232.70		
TAXABLE SALES:-			$5.08	$58.62
REFUNDS:			$320.00	$2,914.55
Rebates/Refund	$120.00	$372.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$200.00	$2,100.00		
Reimbursement	$0.00	$409.81		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$80,270.64**	**$1,569,441.76**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,582.60	$16,865.05
DeMotte	$1,535.48	$6,038.36		
Rensselaer	$100.00	$6,614.31		
Wheatfield	$1,947.12	$4,212.38		
LIB. IMPROV. RESERVE FUND:			$20.95	$194.17
Interest Earned	$20.95	$194.17		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$40,739.53
Property Tax	$0.00	$37,552.65		
License Excise Tax	$0.00	$2,804.05		
Financial Institution Tax	$0.00	$65.49		
CVET(Commercial Vehicle Excise)	$0.00	$317.34		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,755.77	$30,200.83
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,755.77	$30,200.83		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$14.36	$179.04
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$87,644.32**	**$1,677,657.13**

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WITHHOLDING ACCOUNT FUNDS:			$30,790.11	$312,315.65
FIT Tax Collected	$6,817.83	$71,261.71		
FICA Collected	$7,750.17	$78,920.56		
State Tax Collected	$3,477.01	$35,704.14		
County Tax Collected	$2,711.62	$27,752.63		
Deferred Comp Plan	$2,790.00	$25,700.00		
Pre-tax Insurance Plans	$3,722.92	$37,229.20		
Life Insurance	$180.62	$1,818.20		
INPRS	$3,179.60	$32,302.35		
Garnishments	$160.34	$1,626.86		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			**$118,434.43**	**$1,989,972.78**

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Voucher List

Jasper County Public Library

Report Date: From **11/1/2018** ***To*** **11/12/2018**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	810	PAYROLL	11/9/2018	PAYROLL	$57,009.15
36517	811	AARON'S LAWN CARE	11/12/2018	October 2018: Mowing & edging	$880.00
36518	812	ACE HARDWARE	11/12/2018	Maintenance & library supplies	$53.04
36519	813	ANTHEM BLUE CROSS BLUE	11/12/2018	Health Ins. Premiums-November 2018	$13,963.67
36520	814	ANTHEM LIFE	11/12/2018	Life Ins. Premiums- November 2018	$103.14
36521	815	BLUETARP FINANCIAL, INC	11/12/2018	Maintenance supplies	$24.99
36522	816	BRODART CO.	11/12/2018	Labels - Inspirational	$8.56
36523	817	BROOK REPORTER	11/12/2018	Rens: Newspaper subscription Acct# 0074833	$76.99
36524	818	BUSINESS CARD	11/12/2018	Library equipment & supplies, books, conference expenses, Facebook advertising, maintenance supplies	$840.35
36525	819	CARDINAL OFFICE PRODUCT	11/12/2018	DeMotte Staff Copier Maintenance 7/10/18 - 10/10/18	$852.12
36526	820	COMMONWEALTH TECHNOLO	11/12/2018	Wh & Rens: staff copier quarterly service agreements	$877.53
36527	821	COUNTRYSIDE LANDSCAPIN	11/12/2018	Wh: Winterization of irrigation system	$75.00
36528	822	CULBRETH'S LAWN & TREE L	11/12/2018	Dem: Tree limb cleanup after storm damage	$500.00
36529	823	CULLIGAN WATER CONDITIO	11/12/2018	Wh: Water Cooler Rental- November 2018, 5-gallon drinking water- 4	$42.95
36530	824	D & S COMPUTER SERVICES	11/12/2018	Hosting 4th Quarter 2018	$120.00
36531	825	DELTA DENTAL	11/12/2018	Dental Ins. Premiums- November 2018	$577.98
36532	826	DONNA BARKO	11/12/2018	Mileage: 9/11 - 10/24/18	$36.24
36533	827	EDWARD P. DUMAS	11/12/2018	Legal Assistance: Bathroom repair, AOA regulations	$250.00
36534	828	ENA SERVICES LLC	11/12/2018	Internet Service- October 2018	$1,782.00
36535	829	ICC BUSINESS PRODUCTS	11/12/2018	Window Display Sign, Binders, 2018 planners, Chairmat, Platic Comb Bindings, Presentation Covers, Presentation cover round corners, Lamination Pouches, Big Tab dividers	$315.18
36536	830	INDIANA WASTE SERVICE	11/12/2018	DeM: Trash pick-up November 2018	$94.75
36537	831	JASPER COUNTY HISTORICAL	11/12/2018	Books	$20.00
36538	832	JIM GILL	11/12/2018	Family Concert Nov. 17, 2018	$1,450.00
36539	833	JM INDUSTRIAL SERVICES IN	11/12/2018	Demolition and Removal of 228, 220, & 200 10th St. SW Demotte, IN	$78,450.00
36540	834	KAPCO	11/12/2018	Library supplies	$237.55
36541	835	KIM DELGER	11/12/2018	Mileage 9/5 - 10/118	$55.59
36542	836	KONE, INC.	11/12/2018	Dem: Quarterly Elevator Maintenance Agreement- 10/1-12/31/2018	$442.74
36543	837	KROOSWYK PLUMBING, HEAT	11/12/2018	WH: Install Elkay drinking fountain & cooler with bottle fill station & removal & disposal of existing cooler, Boiler Backflow Testing	$1,947.12
36544	838	LINDA POORTENGA	11/12/2018	Mileage 10/06-10/10/18	$60.50
36545	839	MIDWEST TAPE	11/12/2018	AV	$1,200.21
36546	840	MT PUBLISHING COMPANY IN	11/12/2018	Books	$162.30
36547	841	NIMBO IP LLC	11/12/2018	Monthly Managed Service Fee	$815.00
36548	842	NIPSCO	11/12/2018	Dem & WH: Gas & electric service	$4,943.09
36549	843	NITCO	11/12/2018	DeM: Local Phone & Fax Service- November 2018	$178.20
36550	844	PATTY STRINGFELLOW	11/12/2018	Mileage 10/02-10/04/18	$119.90
36551	845	PRECISION CONTROL SYSTE	11/12/2018	3rd Quarter Invoice for Routine Maintenance @ Rens & Dem(Contract Jan.1 thru Dec. 31, 2018)	$2,162.00
36552	846	RACHAEL CAVINDER	11/12/2018	Mileage 10/01 -10/20/18	$155.87
36553	847	RACHEL KUHN	11/12/2018	Mileage 9/7/18: Staff Development Day	$23.98
36554	848	RAYANN GILMORE	11/12/2018	Mileage 3/15-6/19/18	$67.09
36555	849	RELIABLE EXTERMINATORS, I	11/12/2018	Rens: Exterior treatment	$152.00
36556	850	REPUBLIC SERVICES #715	11/12/2018	Wh: Trash Service- November 2018	$125.80

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36557	851	ROEING CORPORATION	11/12/2018	Equipment for server migration at all three locations	$22,918.00
36558	852	S & S WORLDWIDE, INC	11/12/2018	Children's & Lit supplies	$276.81
36559	853	SHOPKO STORES OPERATIN	11/12/2018	Children's supplies	$11.65
36560	854	STANLEY STEEMER	11/12/2018	Rens: Carpet & upholstery cleaning	$247.20
36561	855	TODAY'S BUSINESS SOLUTIO	11/12/2018	PrinterON service plan	$1,485.00
36562	856	TRUGREEN PROCESSING CE	11/12/2018	Dem, Rens, & Wh: Lawn Fertilization	$251.00
36563	857	ULINE	11/12/2018	Strapping tape, Trash cans	$150.26
36564	858	UNIQUE MANAGEMENT SERVI	11/12/2018	Collections: Initial/Secondary Placements- October 2018	$80.55
36565	859	VISION SERVICE PLAN	11/12/2018	Vision Ins. Premiums- November 2018	$226.67
36566	860	WALL STREET JOURNAL	11/12/2018	Newspaper subscription Acct# 010560578589	$467.88
36567	861	WAL-MART COMMUNITY/SYN	11/12/2018	Farmer's Almanacs, Hogwarts Day Program Supplies	$60.31
0	862	ALLIANCE BANK	11/9/2018	Direct Deposit Fees - October 2018	$36.80
0	863	CHRISTINA SANDERS	11/9/2018	Courier Mileage 10/16-10/31/18 (Conf. #729)	$436.00
0	864	GREAT-WEST RETIREMENT S	11/9/2018	Annuity Contributions withheld 11/9/18 Payroll (conf# 730)	$1,395.00
0	865	INDIANA CHILD SUPPORT BU	11/9/2018	Child Support Garnishment: Andrea Prescaro 11/9/18 Payroll (Payment #1890320181107175024)	$80.17
0	866	INDIANA DEPARTMENT OF RE	11/9/2018	State & County Taxes withheld October 2018 Payrolls (Ref. #83454)	$6,188.63
0	867	INPRS fbo PERF	11/9/2018	INPRS Contributions11/9/18 Payroll	$6,737.61
0	868	IRS USA TAXPAYMENT	11/9/2018	Federal Withholding, Medicare, & FICA withheld 11/9/18 Payroll & Ins. (Acknowledgement #22369429)	$12,288.41
0	869	TOWN OF DEMOTTE	11/9/2018	DeM: Water & Sewer Service- October 2018 (Conf. #727)	$168.10
0	870	TOWN OF WHEATFIELD	11/9/2018	Wh: Sewer Service- November 2018 (Conf# 728)	$77.35
36568	871	BAKER & TAYLOR	11/12/2018	Books, Continuations, AV, Auto. Yours	$18,921.31
36569	872	BAKER & TAYLOR ENTERTAIN	11/12/2018	AV	$4,051.67
36570	873	BETTER CONTAINERS MFG. C	11/12/2018	Love My Library bags	$137.50
36571	874	CENTURYLINK	11/12/2018	Rens: Fax line November 2018	$56.27
36572	875	CENTURYLINK	11/12/2018	Long distance phone service- November 2018	$22.82
36573	876	DEBORAH KRISTOFF	11/12/2018	Mileage 9/9-11/7/18	$141.70
36574	877	DEMCO	11/12/2018	Library supplies, equipment	$1,683.56
36575	878	DEMOTTE CHAMBER OF COM	11/12/2018	2018 Chamber Christmas Dinner	$245.00
36576	879	KIRBY RISK CORPORATION	11/12/2018	Lightbulbs	$294.60
36577	880	MOTION PICTURE LICENSING	11/12/2018	License Certificate - Wheatfield Lib (1/3/2019 - 1/3/2020)	$112.72
36578	881	OFFICE DEPOT	11/12/2018	Library & office supplies	$1,200.31
36579	882	QUILL CORPORATION	11/12/2018	Library & office supplies	$515.48
36580	883	REBECCA AMALONG	11/12/2018	Mileage1/30-11/7/17: Continuations/AY meetings, Jasper County Fair, TLCU	$335.34
36581	884	RENSSELAER ROTARY CLUB	11/12/2018	September & October 2018 dues & meals	$125.50
36582	885	WESTCHESTER PUBLIC LIBR	11/12/2018	ILL Replacement & Processing Charge: Plain Truth by Jodi Picoult - 760191004030583	$35.39

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F6c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$252,715.15**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 12, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$252,715.15**

Date this 12th **day of** November **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Dec

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 10, 2018, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

Minutes of November Board Meeting
Bills/Financial Reports
Policies for Review (R 10)

General Business

Add New Material Type – STEM Kits (R 12)	Action
Add New Material Type – Circulating Launchpads (R 13)	Action
Dental Insurance Renewal (R 13)	Action
Vision Insurance Renewal (R 13)	Action
2019 Salary Increase (R 13)	Action
Director Salary 2019 (R 13)	Action
LIRF Transfers (R 13)	Action
Election of Officers (R 13)	Action
End of December Board Meeting (R 13)	Information

Director's Report (R 12-R 17) — Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **November 12, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Jody Melton, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Maxwell, Ed Dumas
Absent: Kristie Housman, Janelle Harper

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Interlibrary Loan Policy review, Meeting Room Policy revisions, and Circulation Policy revisions were approved on a motion by J. Melton and seconded by N. Waling. Motion passed.

Demolition Final Report: Attorney, Ed Dumas, reported that the demolition of the three houses is complete. The Library has received the final invoice, the Certificate of Substantial Completion signed by a representative of the engineer, Abonmarche, and a representative of the contractor, JM Industrial, and the Final Waiver of Lien. He explained that the Board needed to provide approval for the Director, P. Stringfellow to sign the Certificate of Substantial Completion and to make the final payment of $78,450. M. Heinig moved to approve P. Stringfellow signing the Certificate of Substantial Completion and to make the final payment, seconded by J. Melton. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Sheila Maxwell, Systems Administrator, shared the big issue with hotspots this year. This service was launched in May 2017 with 12 hotspots available for patron checkout. Due to the popularity of the service, in December 2017 the Library ordered 24 additional hotspots for a total of 12 hotspots at each branch. Unfortunately, the 24 new hotspots were a different brand/model than the original 12 and patrons had numerous issues with them not working in our service area. It took many months of troubleshooting before finally the 24 hotspots were replaced with the same brand/model as the original 12. Since the replacement the service has been going well with about 10 hotspot checkouts per branch per week. The Jasper County Public Library event calendar is now synced with the new Jasper Foundation calendar. Our events automatically show up on the Foundation calendar so they are seen by more people. Sheila attended the Computers in Libraries Conference with Evie Parrish. It was an excellent conference with first day alone making the trip worthwhile. Topics of particular interest included new developments in internet search, coding robots, and free online tools. Internet bandwidth was increased in August at each location for less than we were previously paying. Rensselaer went from 60Mb to 1Gb and both DeMotte & Wheatfield went from 20Mb to 100Mb. Network switches at each library were replaced with GB switches. A new UPS was installed at DeMotte Library for their upstairs network equipment. Server hardware was replaced last month for all three libraries.

Rebecca Amalong, Technical Services Librarian, explained that this year she continued to be involved with the 10 Day Challenge Work Group. This group was created with an eye to achieving and maintaining rapid turnaround time for all items purchased for JCPL. This year we addressed how we order items. Rayann & Patty looked at how many items Technical Services can process in a month and the quantity of items that selected could order monthly was adjusted to coincide. Each branch could order 150 AV items and 250 books each month while also sticking to 10% of the annual budget dollar amount. Selectors were also reminded that order slips should be turned in to Technical Services by the Ordering due date to ensure quick ordering. It was

discovered that staff were not aware that the order slips were needed to complete the order. These changes have helped keep a steady flow of materials, rather than occasional large orders that consequently back us up. Currently we are receiving end of the year orders including books pre-ordered earlier in the year and are being published now, so the shelves are little fuller than usual. Becky attended the TLCU Conference with Mary Molenaar last week in St. Louis, MO. This is a small but valuable conference where we get to learn about upcoming product changes and are able to speak directly with product developers and the owner of the company. Next year this conference is being held in Salt Lake City, UT in October. Becky worked two nights at the Library's booth at the Jasper County Fair. It was fun to talk with people and have them spin the wheel for prizes while experiencing the fair. Baker & Taylor, TLC, and SRCS were contacted throughout the year to fix glitches we were experiencing. Technical Services cataloged and packaged the hotspots. These went through several variations throughout the year with changes to the labeling and different hardware. We are currently looking at options for new sturdier cases. For Fine Forgiveness Month in September, some setup had to be done in TLC and reports done afterward to show how much for forgiven. New holdings codes were added for Large Print Inspirational, Large Print Mystery, Large Print Westerns, New Large Print Fictions, Inspirational Fiction, Playaway Views and Hotspots.

Health Insurance Renewal: We have received our health and life insurance renewal information. We budgeted for a 15% increase in health insurance costs for our 2019 budget. The cost for our current health insurance plan has gone up 0%. Coverage did not change. Rates for life insurance remain the same. J. Melton moved to continue with the current health and life insurance plans, seconded by M. Heinig. Motion passed.

Dental Insurance Renewal: We have not received our rates for dental insurance. We will plan to bring information to the December Board Meeting.

Vision Insurance Renewal: We have not received our rates for vision insurance. We will plan to bring information to the December Board Meeting.

Resolution to Reduce 2018 Budget: We have received our 1782 Notice – DLGF Final Approval of our 2019 Budget. Last year for the first time we received approval before the end of the year. DLGF is striving to approve our budgets before the budget year begins. Doing this adds an additional step for the board's consideration, a Resolution to Reduce the current year's budget. When approving our budget the DLGF looks at what we have appropriated for the current year, our expected cash on hand for January if we spend all that we have permission to spend, and the amount we wish to appropriate for the coming year. Because we have permission to spend a certain dollar amount, they have to assume that we actually will do that. With an eye to a healthy operating balance to begin the new year we do not spend our budget out to zero. Since the budget year has not concluded, we have to officially tell DLGF that we don't plan to spend our budget out to zero by doing a Resolution to Reduce. In order for the DLGF to approve our 2019 budget we recommend that the board reduce our 2018 budget by $36,900. This simply means that we will not spend $36,900 of our approved appropriation this year. K. Kaluf moved to reduce the 2018 budget by $36,900, seconded by N. Waling. Motion passed unanimously.

Adoption of Revised Internal Controls Standards & System: The Library Board is required to adopt Internal Control Standards and System. There are specific requirements for this work as named in the State Board of Account's Uniform Internal Control Standards for Indiana Political Subdivisions. Management is responsible for design and implementation while the Board oversees

and monitors the controls that are implemented. We reviewed the system and recommend a revision to section 7 in the Receipts Area adding some language that further explains staff purchases. J. Melton moved to adopt the Internal Control Standards and System as presented, adding language to further explain staff purchases in section 7 of the Receipts Area, seconded by K. Kaluf. Motion passed.

Permission to Attend Harwood Public Innovators Lab: MCLS is sponsoring a Harwood Public Innovators Lab in Indianapolis, March 5-7, 2019. The Lab will be held at Indiana Wesleyan University – Indianapolis North campus. Through a grant MCLS will fully fund tuition for the training as well as lodging and some meals during the training for up to 50 staff from Indiana libraries. The Lab is a 2 ½ day experience to help us learn what it means to Turn Outward – to use the community as our reference point for choices and action. Participation will also include follow-up coaching calls to further support attendees post-training. Interested libraries must complete an application form by November 30, 2018. This is something we wish to pursue. It will help us take community engagement to a new level and help us lead our staff better. The grant application includes a question about board support so we are seeking the board's formal support of the training. If awarded this grant Linda Poortenga, Evie Parrish, Debbie Kristoff, and Patty Stringfellow will travel to Indianapolis to experience the Innovators Lab. Board participation is also welcomed. Janet Umlauf expressed interest in participating. N. Waling moved to approve pursuing the grant to attend the Harwood Public Innovators Lab, seconded by J. Melton. Motion passed.

Resolution to Request Twelve-Month Extension for Technology Plan: Our current Tech Plan expired at the end of 2017. Normally we would have written a new plan in 2017 and brought it to the board for adoption. For years we were required to have two plans – a Tech Plan and a Long Range Plan. Now we are to combine the plans into one document. We did not take the time to do that this year, but in 2019 we will be writing a new Long Range Plan and will include a Tech Plan section. In consideration of this time of transition and to remain compliant with Indiana Library Standards we recommend that the board resolve to request a twelve-month extension for the technology plan. M. Heinig moved to request a twelve-month extension for the Technology Plan, seconded by K. Kaluf. Motion passed.

Volunteer Recognition: A board member asked how the board might acknowledge/thank library volunteers. This was discussed at the October Management Meeting and our current approach at each library is: Wheatfield puts volunteer names in the paper and has a pizza party; DeMotte has a pizza party for teens, writes thank-you notes, gets gifts, verbal thank yous; Rensselaer has a pizza party for teens, thank-yous and small tokens are given, coffee tea & chocolates are made available during People Count Week; DeMotte and Wheatfield provide a thank you breakfast and carry in for the Friends when they decorate for the holidays and take the decorations down. Thank you notes/letters from a board member would be welcomed. P. Stringfellow suggested a volunteer report to the board presented annually in April. The Board would like to receive this report of who the volunteers are so they might be better aware of who volunteers and can possibly thank people in person when they see them or write thank you notes.

2019 Slate of Officers: J. Melton presented the nominees for the following 2019 offices: J. Umlauf, President; K. Kaluf, Vice-President; J. Melton, Secretary; J. Harper, Treasurer; and M. Heinig, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Thursday, Dec. 27th, at 8:30 AM with K. Kaluf, M. Heinig, N. Waling, and J. Umlauf planning to attend. We need at least 4 board members for a quorum.

Director's Report: New patron copiers are coming! The new copiers will have the capability to make black and white and color copies which should please patrons and staff. We are excited to receive word that DeMotte Library will receive an award from the DeMotte Chamber of Commerce at their annual meeting. Several of us will attend to celebrate! We have had some sizeable branches come down at DeMotte Library due to high winds on October 20 and November 6. We had minor shingle damage which Hamstra was able to correct for us at no charge. P. Stringfellow is in conversation with Culbreth's Tree Service regarding the viability of this tree and recommendations.

Adjournment: With no further matters for discussion, J. Umlauf adjourned the meeting at 7:11 PM.

Jody Melton, Secretary

Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
November 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	14	0	0	14
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	17	1	0	18
Blu-Ray (DBR)	260	6	5	271
Books on CD (DBKCD)	55	6	4	65
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	84	0	0	84
Digital Audiobooks (DDA)	26	1	2	29
DVD (DDVD)	1628	53	49	1730
Equipment (DEQP)	19	0	0	19
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	545	18	12	575
Fiction Fantasy (DFICF)	10	0	1	11
Fiction Inspirational (DFICI)	0	0	0	0
Fiction Mystery (DFICM)	46	3	1	50
Fiction New (DFICNEW)	372	19	17	408
Fiction Science Fiction (DFICSF)	14	3	0	17
Fiction Western (DFICW)	19	0	3	22
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	117	2	4	123
Hanging Bags (DHANG)	5	1	1	7
Hotspots (DWIFI)	48	0	0	48
ILL (DILL)	8	1	0	9
Internet (DINTER)	511	0	0	511
Juv. Audio book (DJAUDB)	27	1	0	28
Juv. Biography (DJBIO)	18	0	1	19
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	35	0	0	35
Juvenile Easy (DJE)	672	9	12	693
Juv. Easy Non-fiction (DJENF)	25	0	0	25
Juv. Easy Reader (DJER)	297	0	0	297
Juv. Fiction (DJFIC)	420	5	7	432
Juv. Holiday books (DJHOL)	131	4	11	146
Juv. Magazine (DJMAG)	13	0	0	13
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	242	8	5	255
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	167	1	0	168
Large Print Fiction (DLPF)	82	9	4	95
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	91	5	2	98
Large Print Nonfic (DLPNF)	10	0	0	10
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	415	0	9	424
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	11	0	0	11
Nonfiction 100 (DNF100)	10	0	1	11
Nonfiction 200 (DNF200)	18	0	2	20
Nonfiction 300 (DNF300)	25	1	2	28
Nonfiction 400 (DNF400)	2	2	1	5
Nonfiction 500 (DNF500)	8	0	0	8
Nonfiction 600 (DNF600)	57	8	1	66
Nonfiction 700 (DNF700)	25	5	8	38
Nonfiction 800 (DNF800)	9	1	2	12
Nonfiction 900 (DNF900)	33	3	0	36
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	47	2	0	49
Nonfiction (DNFIC)	9	0	0	9
Nonfiction New (DNFNEW)	105	13	12	130
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	2	1	0	3
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	92	1	93
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	6	0	0	6
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	71	9	4	84
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	4	0	0	4
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	22	2	27
Blu-Ray (RBR)	8	450	2	460

Books on CD (RBKCD)	10	102	3	115
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	14	117	5	136
Digital Audiobooks (RDA)	3	16	0	19
DVD (RDVD)	40	2973	45	3058
Equipment (REQP)	0	5	0	5
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	24	409	11	444
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	14	280	12	306
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	12	114	2	128
Hanging Bag (RHANG)	0	5	0	5
Hotspots (RWIFI)	0	45	0	45
ILL (RILL)	0	8	0	8
Internet (RINTER)	0	560	0	560
Juv. Audio book (RJAUDB)	2	18	1	21
Juv. Biography (RJBIO)	3	3	0	6
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	24	0	24
Juvenile Easy (RJE)	13	474	18	505
Juv. Easy Non-fiction (RJENF)	0	57	0	57
Juv. Easy Reader (RJER)	3	310	2	315
Juv. Fiction (RJFIC)	21	363	10	394
Juv. Magazine (RJMAG)	0	14	0	14
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	249	8	272
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	0	80	7	87
Large Print Fiction (RLPF)	5	146	1	152
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	9	85	1	95
Large Print Nonfic (RLPNF)	1	7	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	277	0	277
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	4	2	1	7
Non-Fiction 200 (RNF200)	2	22	2	26
Non-Fiction 300 (RNF300)	3	20	4	27
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	1	15	0	16
Non-Fiction 600 (RNF600)	18	106	9	133
Non-Fiction 700 (RNF700)	0	28	3	31
Non-Fiction 800 (RNF800)	0	6	0	6
Non-Fiction 900 (RNF900)	8	29	2	39
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	2	159	3	164

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	14	168	25	207
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	1	4	0	5
SRCS (SRCS) DeMotte	48	12	1	61
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	12	45	59
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	1	0	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	100	3	110
YA Music CD (RYACD)	0	16	2	18
YA Nonfiction (RYANF)	0	3	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	0	3
Blu-Ray (WBR)	1	0	278	279
Books on CD (WBKCD)	18	8	126	152
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	6	68	80
Digital Audiobooks (WDA)	2	0	36	38
DVD (WDVD)	42	64	1756	1862
Equipment (WEQP)	0	0	8	8
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	11	5	188	204
Fiction Fantasy (WFICF)	0	1	11	12
Fiction Inspirational (WFICI)	10	6	68	84
Fiction Mystery (WFICM)	3	5	39	47
Fiction New (WFICNEW)	35	11	160	206
Fiction Science Fiction (WFICSF)	0	0	0	0
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	9	1	59	69
Hanging Bags (WHANG)	0	1	8	9
Hotspots (WWIFI)	0	0	49	49
ILL (WILL)	7	0	32	39
Internet (WINTER)	0	0	282	282
Juv. Audio book (WJAUDB)	4	0	13	17
Juv. Biography (WJBIO)	4	1	4	9

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	13	13
Juvenile Easy (WJE)	6	10	514	530
Juv. Easy Non-fiction (WJENF)	1	0	26	27
Juv. Easy Reader (WJER)	1	0	331	332
Juv. Fiction (WJFIC)	47	11	189	247
Juv. Magazine (WJMAG)	0	0	11	11
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	10	112	133
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	9	2	193	204
Large Print Fiction (WLPF)	8	0	58	66
Large Print Inspirational (WLPI)	0	0	5	5
Large Print Mystery (WLPM)	0	3	23	26
Large Print New (WLPN)	9	8	101	118
Large Print Nonfic (WLPNF)	0	0	9	9
Large Print Western (WLPW)	1	2	0	3
Magazine (WMAG)	3	0	175	178
Non-Fiction 000 (WNF000)	1	0	4	5
Non-Fiction 100 (WNF100)	0	0	5	5
Non-Fiction 200 (WNF200)	0	0	7	7
Non-Fiction 300 (WNF300)	1	1	15	17
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	10	10
Non-Fiction 600 (WNF600)	7	11	36	54
Non-Fiction 700 (WNF700)	2	0	7	9
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	1	2	30	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	6	83	92
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	5	3	48	56
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	2	2
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	1	0	2
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	10	109	126
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7493	8417	5731	21641

CIRCULATION BY HOLDINGS CODE
November 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	14	0	0	14
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	22	24	2	48
Blu-Ray (BR)	272	457	285	1014
Books on CD (BKCD)	83	116	133	332
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	104	123	73	300
Digital Audiobooks (DA)	31	17	38	86
DVD (DVD)	1710	3090	1850	6650
Equipment (EQP)	19	5	8	32
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	580	432	211	1223
Fiction Fantasy (FICF)	10	1	12	23
Fiction Inspirational (FICI)	10	6	68	84
Fiction Mystery (FICM)	49	8	40	97
Fiction New (FICNEW)	421	310	189	920
Fiction Science Fiction (FICSF)	14	3	0	17
Fiction Western (FICW)	19	0	9	28
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	138	117	65	320
Hanging Bags (HANG)	5	7	9	21
Hotspots (WIFI)	48	45	49	142
ILL (ILL)	15	9	32	56
Internet (INTR)	511	560	282	1353
Juv. Audio book (JAUDB)	33	19	14	66
Juv. Biography (JBIO)	25	4	5	34
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	35	24	13	72
Juvenile Easy (JE)	691	493	544	1728
Juv. Easy Non-Fiction (JENF)	26	**57**	26	109
Juv. Easy Reader (JER)	301	310	333	944
Juv. Fiction (JFIC)	488	379	206	1073
Juv. Holiday (JHOL)	131	4	11	146

Juv. Magazine (JMAG)	13	14	11	38
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	268	267	125	660
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	3	3	2	8
Juv. Toddler (JTOD)	176	83	200	459
Large Print Fiction (LPF)	95	155	63	313
Large Print Inspirational (LPI)	0	0	5	5
Large Print Mystery (LPM)	0	3	23	26
Large Print New (LPN)	109	98	104	311
Large Print Nonfic (LPNF)	11	7	9	27
Large Print Western (LPW)	1	2	0	3
Magazine (MAG)	418	277	184	879
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	4	4	20
Non-Fiction 100 (NF100)	14	2	7	23
Non-Fiction 200 (NF200)	20	22	11	53
Non-Fiction 300 (NF300)	29	22	21	72
Non-Fiction 400 (NF400)	2	4	2	8
Non-Fiction 500 (NF500)	9	15	10	34
Non-Fiction 600 (NF600)	82	125	46	253
Non-Fiction 700 (NF700)	27	33	18	78
Non-Fiction 800 (NF800)	9	7	2	18
Non-Fiction 900 (NF900)	42	34	32	108
Non-Fiction Blu-Ray (NFBR)	3	1	0	4
Non-Fiction DVD (NFDVD)	52	167	86	305
Nonfiction (NFIC)	9	0	0	9
Nonfiction New (NFNEW)	124	184	85	393
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	2	2
Reference (REF)	0	4	48	52
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	1	0	4
Software (SWAR)	3	5	0	8
SRCS (SRCS) DeMotte	48	12	1	61
SRCS (From other libraries III-SRC	0	92	1	93
SRCS (SRCSW) Wheatfield	2	12	45	59
Vertical File (VF)	0	2	0	2
VHS	0	0	0	0
YA Audio book (YAUDB)	7	1	1	9
YA Biography (YAB)	3	1	0	4
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	85	119	116	320
YA Music CD (YACD)	0	16	2	18
YA Nonfiction (YANF)	4	3	3	10

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	1	1	7
				0
Free reads	203	193	72	468
Games/Puzzles	45	54	0	99
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7744	8669	5850	22263

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1516	1212	797	3525
Nonfiction	433	499	329	1261
CHILDREN'S BOOKS				
Fiction	1670	1265	1283	4218
Nonfiction	453	336	169	958
YA BOOKS				
Fiction	223	236	181	640
Nonfiction	7	4	3	14
Magazines, Adult	418	278	184	880
Magazines, Children	13	14	11	38
Sound Recordings, adult	225	257	246	728
Sound Recordings, ch	73	66	38	177
Online databases	0	0	0	0
Software	3	5	0	8
SRCS	50	116	47	213
Vertical file	0	2	0	2
VHS/DVD/Blu-Ray	2037	3715	2223	7975
Equipment	67	50	57	174
Total	7188	8055	5568	20811
A-V Circulation	2338	4043	2507	8888
A-V Circulation as % of total	32.5%	50.2%	45.0%	42.7%

CIRCULATION STATISTICS

November 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Total Circ.
ADULT BOOKS										
Fiction	103	3	**1,516**	103	1	**1,212**	78	1	**797**	**3,525**
Nonfiction	67	3	**433**	77	1	**499**	44	236	**329**	**1,261**
CHILDREN'S BKS										
Fiction	38	2	**1,670**	67	1	**1,265**	36	12	**1,283**	**4,218**
Nonfiction	9	0	**453**	9	0	**336**	2	0	**169**	**958**
YA BOOKS										
Fiction	17	63	**223**	32	0	**236**	8	0	**181**	**640**
Nonfiction	0	57	**7**	1	0	**4**	1	2	**3**	**14**
Magazines,Adult			**418**			**278**			**184**	**880**
Magazines, Child			**13**			**14**			**11**	**38**
Games, Toys										**0**
Sound Rec/Adult	8	0	**225**	12	1	**257**	21	0	**246**	**728**
Sound Rec/Child	0	0	**73**	1	1	**66**	0	0	**38**	**177**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**3**	0	0	**5**	0	0	**0**	**8**
SRCS	0	0	**50**	0	0	**116**	0	0	**47**	**213**
Vertical Files	0	0	**0**	0	0	**2**	0	0	**0**	**2**
DVD/BluRay	47	4	**2,037**	64	12	**3,715**	44	1	**2,223**	**7,975**
Equipment	0	0	**67**	0	0	**50**	0	0	**57**	**174**
TOTAL	289	132	**7,188**	366	17	**8,055**	234	252	**5,568**	**20,811**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	83,922	75,834	60,979
Circulation Increase/Decrease	**2.2%**	**4.9%**	**-5.8%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	20,622	20,811	0.9%
Jan. to date circulation	240,802	239,752	-0.4%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	**End of Month**	**Start of Month**	**End of Month**	**Start of Month**	**End of Month**	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
						ADULT BOOKS
23,078	23,178	15,802	15,904	16,700	16,777	**Fiction**
19,354	19,418	19,067	19,143	9,131	8,939	**Nonfiction**
						CHILDREN'S BKS
16,719	16,755	14,014	14,080	12,942	12,966	**Fiction**
9,269	9,278	6,384	6,393	6,887	6,889	**Nonfiction**
						YA BOOKS
2,556	2,510	3,330	3,362	3,231	3,239	**Fiction**
646	589	389	390	265	264	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,105	4,113	454	465	4,588	4,609	**Sound Rec/Adult**
752	752	4,470	4,470	899	899	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-11	-11	**Software**
				0	0	**SRCS**
106	106			44	44	**Vertical Files**
6,977	7,020	10,770	10,822	6,246	6,289	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
83,765	83,922	75,485	75,834	60,997	60,979	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
November 2018

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	253	55	237	51	284	62	774	168
LOCAL HISTORY								
In person	1	0	11	3	0	0	12	3
Letters written	3	3	28	28	0	0	31	31
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	511	21	560	23	282	12	1353	56
Internet use-Wireless	1890		1950		690		4530	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	36	5	0	0	36	5
Public FAX24	62		16		33		111	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	15	5	14	5	1	0	30	10
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	39		20		0		59	
Outreach activities	62	62	6	4	0	0	68	45
Notarized documents	17	4	10	3	6	2	33	8
Meeting Room Use (no. of grou	49	16	60	20	29	10	138	46
Study room use	53	4	69	6	20	2	142	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2237	
IN-HOUSE USE ITEMS	1010		349		109		1468	
SELF-CHECKOUT USE	97		458		175		730	
INTERLIBRARY LOANS								
Requests made for:							265	66
Items rec'd for:							202	101
Items requested by other librarie							58	
Items supplied to other libraries							58	29

REGISTRATIONS

Total Borrowers	7936	12264	5042	25242
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	305	513	130	948
Number of New Patrons Added	41	22	9	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT

Programs for all ages	2	12	2	12	1	6	5	30
Children's Programs (0-13)	14	84	13	78	14	84	41	246
Number attending	167		109		265		541	
YA Programs (14-17)	1	6	4	24	1	6	6	36
Number attending	2		32		6		40	
Adult Programs	2	12	6	36	0	0	8	48
Number attending	114		66		64		244	
Senior Citizen Programs	9	54	4	24	4	24	17	102
Number attending	44		34		24		102	
Total Number of Programs	**28**	168	**29**	174	**20**	120	**77**	462
Total Persons Attending	**327**		**241**		**359**		**927**	
Total Attending Same Month Last Yr.	295		327		376		998	
Total Staff Hours Spent		339		322		206	867	1043
Total Number of In-House Prograı	**17**		**28**		**13**		**58**	
Total Attendance	**165**		**232**		**168**		**565**	
Total Number of Outreach Prograı	**11**		**1**		**7**		**19**	
Total Attendance	**162**		**9**		**191**		**362**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4076	56.4%	4981	61.5%	3847	69.7%	12904	61.9%
Corporate	13	0.2%	0	0.0%	0	0.0%	13	0.1%
Juvenile 0-11	75	1.0%	120	1.5%	38	0.7%	233	1.1%
Juvenile-AV	616	8.5%	955	11.8%	640	11.6%	2211	10.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	128	1.8%	323	4.0%	162	2.9%	613	2.9%
Reciprocal Juvenile	4	0.1%	0	0.0%	0	0.0%	4	0.0%
Reciprocal Juvenile AV	69	1.0%	49	0.6%	22	0.4%	140	0.7%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School	0	0.0%	16	0.2%	0	0.0%	16	0.1%
School AV	0	0.0%	29	0.4%	0	0.0%	29	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	52	0.6%	0	0.0%	52	0.2%
Staff	2027	28.0%	1312	16.2%	635	11.5%	3974	19.1%
Walking books	86	1.2%	123	1.5%	25	0.5%	234	1.1%
YA 12-17	9	0.1%	2	0.0%	3	0.1%	14	2.0%
YA-AV	127	1.8%	135	1.7%	149	2.7%	411	2.0%
Total	7230		8104		5521		20855	
All items borrowed by nonresidents	201	2.8%	424	5.2%	184	3.3%	809	3.9%

R10

Jasper County Public Library
Hotspot Policy

Jasper County Public Library circulates hotspots to provide mobile access to the internet. Borrowers must be 18 years of age or older and a registered JCPL library user in good standing. Borrowers are limited to one hotspot.

Hotspots will be loaned for 7 days and may not be renewed.

~~Hotspots may not be placed on hold~~ Staff-mediated holds may be placed on hotspots for borrowers 18 years of age or older who do not have one currently checked out.

The overdue fine will be $5.00 per day, and the borrower will be blocked until the hotspot is returned. The library will deactivate devices if they are not returned by their due date.

~~The replacement cost for lost hotspots is $180.~~

A PIN will be utilized so that patrons cannot change hotspot settings.

Adopted October 2017; revised 12/18

Director's Report
November 2018

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2019 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Policies for Review: No policies are up for review in December; however, we do recommend revisions to our Hotspot Policy. Hotspots are wildly popular. Patrons call or stop by the library frequently to see if we have any available. Our current policy does not allow holds. However, after circulating hotspots for more than one year with a 'no holds' policy, we recommend allowing holds. We hope that allowing holds will make things easier for patrons who want one and will even the playing field with adult patrons having equal chance to get one. We recommend limiting holds to adults only, allowing one hold at a time per patron, and not allowing holds for patrons who have a hotspot checked out. Staff-mediated holds will address these requirements as will cataloging the hotspots under one record. Additionally, we recommend striking the language about replacement cost because replacement costs do fluctuate (currently, they are $68), and we address replacement cost in our Circulation Policy. We do place a sticker in the hotspot container so that patrons are aware that loss of a hotspot could result in fees in excess of $50-$200. Please see R 10. **If you approve the Consent Agenda items, you will approve revising the Hotspot Policy as presented.**

General Business:

Add New Material Type – STEM Kits: We applied for and received grant funding from the Jasper Newton Foundation for STEM Kits. As an educational hub in our communities, we recognize the importance of offering STEM-based resources and encouraging our young patrons in a way that will prove most beneficial to them in their futures. We have already begun offering STEM programming, but would like to offer families the opportunity to bring STEM into their homes. We believe this will help children become more excited, as well as assist parents in better understanding what STEM really is, and encourage families to work and play together in educational ways. We plan to purchase six kits for each branch to circulate: Snap Circuits Jr. Select Kits, Firstscope Telescopes, Code and Go Robot Mouse Activity Kits, Marble Run Kits, Dash Robots, and Mindware Imagination Magnet Kits. We recommend the following circulation parameters:

holds/renewals allowed with one-week checkout. This item will not be loaned via ILL. **A board vote is required to add a material type.**

Add New Material Type – Circulating Launchpads: We recommend adding a new material type, Launchpad. Launchpads are digital devices pre-loaded with educational games for children organized by age groups. Currently these items are available for in-house use but are used minimally. We feel that patrons will be interested in checking them out for home use. We do have plans to purchase more Launchpads as Playaway Views are no longer being manufactured. Adding to our Launchpad collection and making them available for circulation is desirable. We recommend the following circulation parameters: holds/renewals allowed with one-week checkout. This item will not be loaned via ILL. We currently have 11 launchpads (7 – DeMotte; 2 – Wheatfield; 2 Rensselaer). Launchpads cost $100 to $150. **A board vote is required to add a material type.**

Dental Insurance Renewal: As of the writing of this report we have not received our rates for Dental Insurance. I am in regular contact with our agent about our urgent need of this information so that we can bring a recommendation to the board.

Vision Insurance Renewal: As of the writing of this report we have not received our rates for Vision Insurance. I am in regular contact with our agent about our urgent need of this information so that we can bring a recommendation to the board.

2019 Salary Increase: A board vote is required to implement a salary increase for staff in 2019.

Director Salary 2019: As per Board and Administration Monthly Tasks, Director Salary for 2019 is determined in open session.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. It is good to set aside money each year for future improvement needs. We will bring a recommendation to our December meeting. If a transfer is recommended, the Board will need to pass a resolution in this regard.

Election of Officers: You will be electing your slate of officers for 2019. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Janet Umlauf, Vice-President- Kevin Kaluf, Secretary- Jody Melton, Treasurer- Janelle Harper, and Assistant Treasurer- Mark Heinig.

End of December Board Meeting: Board members are scheduled to meet Thursday, December 27, 2018 at 8:30am at the Rensselaer Library to approve

year-end bills, transfers, and encumbrances. Janet Umlauf, Kevin Kaluf, Mark Heinig, and Natalie Waling have indicated that they will be attending.

Director's Report:

On November 29 DeMotte Public Library was recognized as Non-Profit of the Year by the DeMotte Chamber of Commerce. Seven of us attended a wonderful Annual Meeting and Awards Night to receive the award and celebrate. We are honored to be recognized in this way.

Rayann, Donna, and I attended the AVC User Group meeting. AVC provides our financial/payroll software. Rayann and I attended the Annual Report/Bookkeeping Workshop coordinated by the Indiana State Library and a Local Government Finance Workshop presented in Valparaiso by Purdue University Extension Community Development.

Beginning in January 2019 WorkOne will hold office hours at DeMotte and Wheatfield Libraries. WorkOne has an office in Rensselaer, but individuals who need their services in northern Jasper County may not be able to visit the office due to transportation or other issues. Holding office hours at our libraries will bring these critical job-related services to individuals who might not otherwise be able to take advantage of them. WorkOne serves anyone who needs a job. They can assist with resume building, soft skills training, GED acquisition and training/certification through Ivy Tech. This new partnership is a direct result of Jasper County Leadership training, as Debbie and Evie met a WorkOne employee, who was also participating in the training, and learned of this need. Office hours will be held in library study rooms on the second Friday every month – 9am-12noon at DeMotte and 1-4pm at Wheatfield. We will try this arrangement for two months and then evaluate with WorkOne to see if we wish to continue.

Long Range Plan/Technology Plan Update- Since our last update we have completed the following:

Goal 1 ***JCPL is a welcoming community hub:*** repaired crumbling sidewalk concrete at Rensselaer library; resealed and striped parking lots at DeMotte and Rensselaer libraries; removed dead ash tree at Rensselaer Library; trimmed tree branches at DeMotte Library; installed new fire panels at DeMotte and Rensselaer libraries; installed new faucet, countertops and backsplash in staff lounge at Rensselaer Library; sold/recycled/discarded unneeded furniture/equipment at all locations; cleaned carpets and selected pieces of furniture at DeMotte and Rensselaer libraries; completed preventative maintenance for HVAC systems; purchased supplies to enhance lap sit and story time programs at Rensselaer Library; updated DeMotte and Wheatfield bandwidth from 20M to 100M; winterized irrigation system at Wheatfield library; installed new drinking fountain with bottle filler at Wheatfield Library; purchased new patron copiers for all locations with color capabilities and ability to scan;

initiated repairs in DeMotte's foyer area due to water damage; completed demolition project on newly acquired property.

Goal 2 ***JCPL is a collaborative community partner:*** provided meeting room space for various individuals and organizations in our community; participated in Senior Expo at the Fairgrounds and offered a class on eBooks, talking books, and programs for veterans; held informational programs on Medicare; provided research assistance for Jasper County Historical Society's Cemetery Walk; took craft program to CDC Resources; offered a variety of interesting programs for all ages; hosted Branch Managers Counterparts meeting; participated in Rotary and Chamber of Commerce meetings; met with WorkOne and coordinated monthly visits to DeMotte and Wheatfield libraries beginning January 2019; hosted Jasper the bison at DeMotte Library with class visits; offered story times at local preschools; worked with DeMotte Christian 8th graders for their History Fair projects; participated in the Thirsty Thursday programs with Jasper/Newton Foundation; attended various counterparts and community meetings; increased the number of patrons we serve through the Walking Books program

Goal 3 ***JCPL increases awareness of its services and collections:*** launched an eMagazine collection; offered classes on Hoopla, Overdrive, and Libby; participated in Senior Expo at the Fairgrounds and offered a class on eBooks, talking books, and programs for veterans; Digital Access Cards were distributed to area schools; became an affiliate for Family Search.org; created Facebook Posts and Cover Photo about Fine Forgiveness month; boosted programs on Facebook; created #InformEnrichEmpower Facebook Cover Photo; improved patron PC "Online Catalog" shortcut recognition by changing the icon to the stack of books image that is used on our library cards; increased number of eBook/eAudiobook downloads; unified story times at all branches; improved our Facebook event posts which has resulted in more likes and shares; participated in Back to School and Touch of Dutch activities; advertised our programs on the bank sign in DeMotte; shared flyers about programs with preschools, and other local schools

Goal 4 ***JCPL engages its community in lifelong learning:*** attended Librarian's Day at Allen County Public Library; attended ARSL Conference in Springfield, IL; attended TLCU in St. Louis, MO; participated in NICCL Roundtable meeting; hosted Automation Counterparts meeting; hosted NWI Directors meeting; participated in numerous webinars; trained staff at annual Staff Development Day; offered Medicare Made Clear Programs; held a variety of programs to inform/enrich/empower such as monarch butterfly family program, Hogwart's Family Day, Jim Gill, and Jim Bulanda; attended workshops and webinars; increased our Genealogy reference questions; hosted an author and talk on domestic violence; continued to offer the Best Sellers as soon as they are available; continue to help patrons with technology questions; participated in a STEM training event

TrustINdiana investments continue to do well.

System Administrator News

Sheila reports, "I hosted an Automation Counterparts meeting at Rensselaer Library. We discussed networking related to Windows 10; offering in-person and virtual counterparts meetings; internet browsers; social media guidelines; and some other miscellaneous topics… I assisted with patron copier/printer project. I coordinated network cable installation at all three locations. I began preparing to update Envisionware and PrinterOn software in advance of migrating patron PCs from printing to laserjet printers to patron copiers."

Technical Services News

Becky reports, "I received another message about errors in the Holds queue. It seems to involve New Books with holds on them by staff, and particularly when paper holds also occur on the item so that staff must use Priority 4 instead of Priority 5. Priority 4 should get the item, but TLC is passing over that Priority4, and giving it to the Priority 5, which it should not do. I set up a test scenario for TLC which they are still working on … I sent out emails to Management staff regarding the TLC 5.x Sandbox environment, so that they can look at, and explore this major change to our ILS. Finally, I went to the DeMotte Chamber of Commerce dinner where the DeMotte Branch of JCPL was being honored."

DeMotte Library News

Debbie reports, "We are very excited to announce – DeMotte Public Library was awarded the "Non-Profit of the Year" award by the DeMotte Chamber of Commerce. It was exciting to have a group of JCPL employees and board members joining in the celebration at the Chamber dinner. We are pleased to be participating in the "Shop DeMotte and Win" campaign again this winter in conjunction with the Chamber of Commerce."

Karla shares, "'All Aboard' Family Event has been diligently worked on. The movie "Polar Express" will be shown and when entering everyone will receive a 'boarding pass'. While watching the movie, the kids will create a gingerbread train made from graham crackers, frosting and candies. Fun activities following the movie will also be enjoyed. A lantern craft will be made. A snowball shooter using a Styrofoam cup and a balloon will be created. A Styrofoam ball will be snapped from the cup using the balloon and hopefully the ball will hit the target (that being a bell tied in the center of a star). Autumn, our page, created a train engine from cardboard. This was painted black. Cardboard boxes were painted different colors to represent the cars of a train. Kids can pretend to be the conductor in the engine and sit in the cardboard boxes to be passengers. This will be a great photo opportunity!"

Rensselaer Library News

Linda reports, "The annual Christmas Tree Walk trees are decorated, and food votes are being cast. The groups participating this year are: the Heroes Tree, TOPS, Tri Kappa, Hanging Grove 4-H club, CDC Resources, Jasper/Newton Foundation, Presbyterian Youth, and Bethany Church. Patrons can once again, vote for their favorite tree with nonperishable food items which will be delivered to the Rensselaer Food Pantry. Barb Hickner, a Navigator with the State; is meeting with people every other Monday in order to continue to assist patrons with questions and signups for the Marketplace. Sandy Lanoue, SHIP volunteer, is also meeting with seniors to check that their Medicare plan is still the best one for them."

Janice reports, "November brought cold weather and snow so we did not see the Saint A classes as often as we usually do. Head Start enjoyed turkey stories and making a turkey craft. We started Magnificent Monday and the Help at Home clients have fun when they are here. We had a good turnout for Legos with a lot of creative building going on."

Wheatfield Library News

Evie reports, "November was a pretty typical month for us, with the exception of Hogwarts Day. The Harry Potter-themed program took a lot of planning and prep work, but was well worth it in the end, as it looked spectacular! We had over 50 people in attendance and participating, including Cheri from the KV Post News, who submitted a nice article about the program. All responses from the event were very positive, and everyone seemed to enjoy the day! Nanette wrote in her report, "What an excellent job Carolynn did to promote and create a family program in honor of Harry Potter. This was one of the best programs I have seen created for the Wheatfield Library in a long time. Between crafts, activities, props and photo booths obtained within a restrictive budget is truly amazing. Thank you Friends of the Library for helping support this program. I hope our patrons thoroughly enjoyed their experience. Congratulations, Carolynn!"

Evie continues, "The Friends of the Library came in to decorate the library for the Christmas holiday…the place looks very festive! … Our library also hosted a session of the Indiana State Library's "Make Do Share – Sustainable STEM Programming," which about 20 library personnel in the region attended."

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
November 30, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	**$215,088.95**	$2,186,383.54	**$434,258.55**	$2,003,700.31	**$559,429.11**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$15,525.04	$3,176.76	$14,897.05	$1,648.56	$18,513.61	**$19,141.60**
DeMotte	$4,601.74	**$1,226.04**	$5,359.91	**$0.00**	$6,038.36	**$5,280.19**
Rensselaer	$7,026.80	**$0.00**	$4,692.68	**$1,648.56**	$8,262.87	**$10,596.99**
Wheatfield	$3,896.50	**$1,950.72**	$4,844.46	**$0.00**	$4,212.38	**$3,264.42**
Library Improvement Reserve Fund	$231,535.70	**$0.00**	$0.00	**$19.05**	$213.22	**$231,748.92**
Bond & Interest Redemption Fund	$90,021.34	**$0.00**	$163,440.00	**$19,311.91**	$60,051.44	**($13,367.22)**
Rainy Day Fund Includes Investments of: **$2,047,253.62**	$2,366,108.41	**$78,450.00**	$129,942.00	**$3,697.96**	$33,898.79	**$2,270,065.20**
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$19,480.55	**$0.00**	$20,036.75	**$556.20**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$223.15	**$0.00**	$202.91	**$17.68**	$196.72	**$216.96**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$6,886.94**	$6,886.94	**$6,886.94**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,354.32**	$78,616.03	**$7,354.32**	$78,616.03	**$0.00**
FICA Tax Collected	$0.00	**$8,205.61**	$87,126.17	**$8,205.61**	$87,126.17	**$0.00**
State Tax Collected	$3,450.69	**$3,477.01**	$39,154.88	**$3,669.39**	$39,373.53	**$3,669.34**
County Tax Collected	$2,657.58	**$2,711.62**	$30,410.16	**$2,885.17**	$30,637.80	**$2,885.22**
Deferred Comp.	$0.00	**$2,790.00**	$28,490.00	**$2,790.00**	$28,490.00	**$0.00**
#125 Pre-tax Plan	$0.00	**$3,722.93**	$40,948.76	**$3,722.92**	$40,952.12	**$3.36**
Employee Life Insur.	$0.00	**$180.63**	$1,997.93	**$180.62**	$1,998.82	**$0.89**
Employee INPRS	$0.00	**$3,326.64**	$35,628.99	**$3,326.64**	$35,628.99	**$0.00**
Garnishments	$0.00	**$160.34**	$1,787.20	**$160.34**	$1,787.20	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS.....	**$3,451,904.25**	**$330,426.81**	**$2,858,506.17**	**$498,135.66**	**$2,488,108.44**	**$3,081,506.52**

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Bank Balances

Jasper County Public Library

Report as of: **11/30/2018**

	Bank	
1	Alliance Bank	$1,033,982.90
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,047,253.62
	Total all banks =	**$3,081,506.52**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18
								$3,384.07	Jul-18
								$3,441.42	Aug-18
								$3,326.41	Sep-18
								$3,728.37	Oct-18
								$3,675.78	Nov-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$33,594.88**

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Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **11/1/2018** ***To*** **11/30/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$68,629.60	$6,375.40	8.5
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$96,558.10	$1,026,782.71	$99,928.29	8.9
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,867.71	$81,245.23	$11,234.77	12.1
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$8,205.61	$87,126.17	$11,879.83	12.0
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$2,676.57	$1,846.43	40.8
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,819.17	$104,694.10	$9,507.90	8.3
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,669.78	$128,346.73	$18,360.27	12.5
Subtotal	*$1,658,634.00*		$1,658,634.00	$140,370.77	$1,499,501.11	$159,132.89	9.6
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$0.00	$313.04	$286.96	47.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$892.72	$6,886.30	$1,613.70	19.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$203.91	$5,688.14	$811.86	12.5
2.23 OTHER OPERATING SUPPLIES	$7,000.00	$0.00	$7,000.00	$362.59	$3,769.89	$3,230.11	46.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$0.00	$1,000.00	$0.00	$1,070.43	($70.43)	-7.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$28.99	$304.32	$95.68	23.9
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$121.04	$636.77	$363.23	36.3
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$2,229.12	$15,986.07	$1,663.93	9.4
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*		$43,750.00	$3,838.37	$34,754.96	$8,995.04	20.6
3. Other Services and Charge							

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$250.00	$2,230.00	$6,270.00	73.8
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	$0.00	$16,800.00	$1,287.72	$4,517.00	$12,283.00	73.1
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$18,895.61	$7,934.39	29.6
3.146	E-BOOKS SERVICES	$21,600.00	$0.00	$21,600.00	$0.00	$24,500.00	($2,900.00)	-13.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$0.00	$6,500.00	$1,137.15	$7,891.04	($1,391.04)	-21.4
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$0.00	$1,454.28	$1,545.72	51.5
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,843.42	$16,033.33	$3,966.67	19.8
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$373.47	$10,060.48	$939.52	8.5
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$278.71	$1,610.25	$389.75	19.5
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$0.00	$12,487.68	$64,612.32	83.8
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$18.88	$305.55	$294.45	49.1
3.33	MARKETING ADVERTISING	$1,800.00	$0.00	$1,800.00	$0.00	$1,961.97	($161.97)	-9.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$27,713.00	$1,287.00	4.4
3.51	GAS	$45,000.00	$0.00	$45,000.00	$728.34	$13,374.90	$31,625.10	70.3
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$7,293.11	$91,404.37	$8,595.63	8.6
3.53	WATER	$4,000.00	$0.00	$4,000.00	$263.25	$2,864.34	$1,135.66	28.4
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$649.05	$7,046.34	$953.66	11.9
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$2,205.20	$46,131.69	$72,138.31	61.0
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$278.45	$21.55	7.2
3.91	DUES	$2,200.00	$0.00	$2,200.00	$36.00	$614.00	$1,586.00	72.1
3.93	TAXES & ASSESSMENTS	$2,000.00	$0.00	$2,000.00	$0.00	$2,495.20	($495.20)	-24.8
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$6,078.23	$116,817.89	$21,404.11	15.5
	Subtotal	*$707,012.00*		$707,012.00	$22,454.48	$411,128.27	$295,883.73	41.8
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$23,607.32	$36,192.82	$44,957.18	55.4
4.5	OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51	BOOKS	$160,000.00	$0.00	$160,000.00	$17,382.38	$131,491.57	$28,508.43	17.8
4.52	PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$564.87	$20,499.49	$4,500.51	18.0
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$6,870.76	$52,815.32	$7,184.68	12.0
	Subtotal	*$326,312.00*		$326,312.00	$48,425.33	$240,999.20	$85,312.80	26.1
	Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$215,088.95	$2,186,383.54	$549,324.46	20.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **11/1/2018** ***To*** **11/30/2018**

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Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$0.00	$1,550.00	$18,450.00	92.3
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	$0.00	$65,000.00	$0.00	$17,515.00	$47,485.00	73.1
3.61 BUILDING & STRUCTURES	$108,273.00	$0.00	$108,273.00	$78,450.00	$110,877.00	($2,604.00)	-2.4
Subtotal	*$193,273.00*		$193,273.00	$78,450.00	$129,942.00	$63,331.00	32.8
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	$0.00	$75,000.00	$0.00	$0.00	$75,000.00	100.0
Subtotal	*$75,000.00*		$75,000.00	$0.00	$0.00	$75,000.00	100.0
Grand Total	$268,273.00	$0.00	$268,273.00	$78,450.00	$129,942.00	$138,331.00	51.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **11/1/2018** ***To*** **11/30/2018**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$19,480.55	($19,480.55)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$19,480.55	($19,480.55)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$19,480.55	($19,480.55)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From **11/1/2018** *To* **11/30/2018**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	810	PAYROLL	11/9/2018	PAYROLL	$57,009.15
36517	811	AARON'S LAWN CARE	11/12/2018	October 2018: Mowing & edging	$880.00
36518	812	ACE HARDWARE	11/12/2018	Maintenance & library supplies	$53.04
36519	813	ANTHEM BLUE CROSS BLUE	11/12/2018	Health Ins. Premiums-November 2018	$13,963.67
36520	814	ANTHEM LIFE	11/12/2018	Life Ins. Premiums- November 2018	$103.14
36521	815	BLUETARP FINANCIAL, INC	11/12/2018	Maintenance supplies	$24.99
36522	816	BRODART CO.	11/12/2018	Labels - Inspirational	$8.56
36523	817	BROOK REPORTER	11/12/2018	Rens: Newspaper subscription Acct# 0074833	$76.99
36524	818	BUSINESS CARD	11/12/2018	Library equipment & supplies, books, conference expenses, Facebook advertising, maintenance supplies	$840.35
36525	819	CARDINAL OFFICE PRODUCT	11/12/2018	DeMotte Staff Copier Maintenance 7/10/18 - 10/10/18	$852.12
36526	820	COMMONWEALTH TECHNOLO	11/12/2018	Wh & Rens: staff copier quarterly service agreements	$877.53
36527	821	COUNTRYSIDE LANDSCAPIN	11/12/2018	Wh: Winterization of irrigation system	$75.00
36528	822	CULBRETH'S LAWN & TREE L	11/12/2018	Dem: Tree limb cleanup after storm damage	$500.00
36529	823	CULLIGAN WATER CONDITIO	11/12/2018	Wh: Water Cooler Rental- November 2018, 5-gallon drinking water- 4	$42.95
36530	824	D & S COMPUTER SERVICES	11/12/2018	Hosting 4th Quarter 2018	$120.00
36531	825	DELTA DENTAL	11/12/2018	Dental Ins. Premiums- November 2018	$577.98
36532	826	DONNA BARKO	11/12/2018	Mileage: 9/11 - 10/24/18	$36.24
36533	827	EDWARD P. DUMAS	11/12/2018	Legal Assistance: Bathroom repair, AOA regulations	$250.00
36534	828	ENA SERVICES LLC	11/12/2018	Internet Service- October 2018	$1,782.00
36535	829	ICC BUSINESS PRODUCTS	11/12/2018	Window Display Sign, Binders, 2018 planners, Chairmat, Platic Comb Bindings, Presentation Covers, Presentation cover round corners, Lamination Pouches, Big Tab dividers	$315.18
36536	830	INDIANA WASTE SERVICE	11/12/2018	DeM: Trash pick-up November 2018	$94.75
36537	831	JASPER COUNTY HISTORICAL	11/12/2018	Books	$20.00
36538	832	JIM GILL	11/12/2018	Family Concert Nov. 17, 2018	$1,450.00
36539	833	JM INDUSTRIAL SERVICES IN	11/12/2018	Demolition and Removal of 228, 220, & 200 10th St. SW Demotte, IN	$78,450.00
36540	834	KAPCO	11/12/2018	Library supplies	$237.55
36541	835	KIM DELGER	11/12/2018	Mileage 9/5 - 10/118	$55.59
36542	836	KONE, INC.	11/12/2018	Dem: Quarterly Elevator Maintenance Agreement- 10/1-12/31/2018	$442.74
36543	837	KROOSWYK PLUMBING, HEAT	11/12/2018	WH: Install Elkay drinking fountain & cooler with bottle fill station & removal & disposal of existing cooler, Boiler Backflow Testing	$1,947.12
36544	838	LINDA POORTENGA	11/12/2018	Mileage 10/06-10/10/18	$60.50
36545	839	MIDWEST TAPE	11/12/2018	AV	$1,200.21
36546	840	MT PUBLISHING COMPANY IN	11/12/2018	Books	$162.30
36547	841	NIMBO IP LLC	11/12/2018	Monthly Managed Service Fee	$815.00
36548	842	NIPSCO	11/12/2018	Dem & WH: Gas & electric service	$4,943.09
36549	843	NITCO	11/12/2018	DeM: Local Phone & Fax Service- November 2018	$178.20
36550	844	PATTY STRINGFELLOW	11/12/2018	Mileage 10/02-10/04/18	$119.90
36551	845	PRECISION CONTROL SYSTE	11/12/2018	4th Quarter Invoice for Routine Maintenance @ Rens & Dem(Contract Jan.1 thru Dec. 31, 2018)	$2,162.00
36552	846	RACHAEL CAVINDER	11/12/2018	Mileage 10/01 -10/20/18	$155.87
36553	847	RACHEL KUHN	11/12/2018	Mileage 9/7/18: Staff Development Day	$23.98
36554	848	RAYANN GILMORE	11/12/2018	Mileage 3/15-6/19/18	$67.09
36555	849	RELIABLE EXTERMINATORS, I	11/12/2018	Rens: Exterior treatment	$152.00
36556	850	REPUBLIC SERVICES #715	11/12/2018	Wh: Trash Service- November 2018	$125.80

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36557	851	ROEING CORPORATION	11/12/2018	Equipment for server migration at all three locations	$22,918.00
36558	852	S & S WORLDWIDE, INC	11/12/2018	Children's & Lit supplies	$276.81
36559	853	SHOPKO STORES OPERATIN	11/12/2018	Children's supplies	$11.65
36560	854	STANLEY STEEMER	11/12/2018	Rens: Carpet & upholstery cleaning	$247.20
36561	855	TODAY'S BUSINESS SOLUTIO	11/12/2018	PrinterON service plan	$1,485.00
36562	856	TRUGREEN PROCESSING CE	11/12/2018	Dem, Rens, & Wh: Lawn Fertilization	$251.00
36563	857	ULINE	11/12/2018	Strapping tape, Trash cans	$150.26
36564	858	UNIQUE MANAGEMENT SERVI	11/12/2018	Collections: Initial/Secondary Placements- October 2018	$80.55
36565	859	VISION SERVICE PLAN	11/12/2018	Vision Ins. Premiums- November 2018	$226.67
36566	860	WALL STREET JOURNAL	11/12/2018	Newspaper subscription Acct# 010560578589	$467.88
36567	861	WAL-MART COMMUNITY/SYN	11/12/2018	Farmer's Almanacs, Hogwarts Day Program Supplies	$60.31
0	862	ALLIANCE BANK	11/9/2018	Direct Deposit Fees - October 2018	$36.80
0	863	CHRISTINA SANDERS	11/9/2018	Courier Mileage 10/16-10/31/18 (Conf. #729)	$436.00
0	864	GREAT-WEST RETIREMENT S	11/9/2018	Annuity Contributions withheld 11/9/18 Payroll (conf# 730)	$1,395.00
0	865	INDIANA CHILD SUPPORT BU	11/9/2018	Child Support Garnishment: Andrea Prescaro 11/9/18 Payroll (Payment #1890320181107175024)	$80.17
0	866	INDIANA DEPARTMENT OF RE	11/9/2018	State & County Taxes withheld October 2018 Payrolls (Ref. #83454)	$6,188.63
0	867	INPRS fbo PERF	11/9/2018	INPRS Contributions11/9/18 Payroll	$6,737.61
0	868	IRS USA TAXPAYMENT	11/9/2018	Federal Withholding, Medicare, & FICA withheld 11/9/18 Payroll & Ins. (Acknowledgement #22369429)	$12,288.41
0	869	TOWN OF DEMOTTE	11/9/2018	DeM: Water & Sewer Service- October 2018 (Conf. #727)	$168.10
0	870	TOWN OF WHEATFIELD	11/9/2018	Wh: Sewer Service- November 2018 (Conf# 728)	$77.35
36568	871	BAKER & TAYLOR	11/12/2018	Books, Continuations, AV, Auto. Yours	$18,921.31
36569	872	BAKER & TAYLOR ENTERTAIN	11/12/2018	AV	$4,051.67
36570	873	BETTER CONTAINERS MFG. C	11/12/2018	Love My Library bags	$137.50
36571	874	CENTURYLINK	11/12/2018	Rens: Fax line November 2018	$56.27
36572	875	CENTURYLINK	11/12/2018	Long distance phone service- November 2018	$22.82
36573	876	DEBORAH KRISTOFF	11/12/2018	Mileage 9/9-11/7/18	$141.70
36574	877	DEMCO	11/12/2018	Library supplies, equipment	$1,683.56
36575	878	DEMOTTE CHAMBER OF COM	11/12/2018	2018 Chamber Christmas Dinner	$245.00
36576	879	KIRBY RISK CORPORATION	11/12/2018	Lightbulbs	$294.60
36577	880	MOTION PICTURE LICENSING	11/12/2018	License Certificate - Wheatfield Lib (1/3/2019 - 1/3/2020)	$112.72
36578	881	OFFICE DEPOT	11/12/2018	Library & office supplies	$1,200.31
36579	882	QUILL CORPORATION	11/12/2018	Library & office supplies	$515.48
36580	883	REBECCA AMALONG	11/12/2018	Mileage1/30-11/7/17: Continuations/AY meetings, Jasper County Fair, TLCU	$335.34
36581	884	RENSSELAER ROTARY CLUB	11/12/2018	September & October 2018 dues & meals	$125.50
36582	885	WESTCHESTER PUBLIC LIBR	11/12/2018	ILL Replacement & Processing Charge: Plain Truth by Jodi Picoult - 760191004030583	$35.39
0	886	PAYROLL	11/23/2018	PAYROLL	$53,667.06
0	887	AFLAC	11/23/2018	Supplemental Insurance November 2018 (Conf #733) .	$701.88
0	888	CENTURYLINK	11/23/2018	Wh: Fax line November 2018 (Conf #731)	$64.86
0	889	CHRISTINA SANDERS	11/23/2018	Courier Mileage 11/1-11/15/18 (Conf. #732)	$402.21
0	890	CITY OF RENSSELAER	11/23/2018	RENS: Utilities 10/9 - 11/7/2018 (Conf. #734)	$3,493.66
0	891	GREAT-WEST RETIREMENT S	11/23/2018	Annuity Contributions withheld 11/23/18 Payroll (conf# 735)	$1,395.00
0	892	INDIANA CHILD SUPPORT BU	11/23/2018	Child Support Garnishment: Andrea Prescaro 11/23/18 Payroll (Payment #1890320181121120802)	$80.17
0	893	INPRS fbo PERF	11/23/2018	INPRS Contributions11/23/18 Payroll	$6,408.20
0	894	IRS USA TAXPAYMENT	11/23/2018	Federal Withholding, Medicare, & FICA withheld 11/23/18 Payroll & Ins. (Acknowledgement #62923620)	$11,477.13
0	895	SQUARE, INC	11/30/2018	Merchant Processing Fees- November 2018	$21.49

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$330,426.81**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 05, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$330,426.81**

Date this 10th **day of** December **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,100.66	$26,506.96
DeMotte	$787.89	$8,242.50		
Rensselaer	$782.41	$11,127.77		
Wheatfield	$530.36	$7,136.69		
PHOTOCOPIES:			$704.15	$10,304.54
DeMotte	$246.90	$3,427.05		
Rensselaer	$327.25	$4,768.29		
Wheatfield	$130.00	$2,109.20		
INTEREST (Checking, Repurchase, CDs):			$38.42	$492.70
TAXES:			$431,162.78	$1,963,170.40
Property Tax	$354,467.06	$1,043,739.87		
LOIT	$17,903.55	$196,939.05		
License Excise Tax	$0.00	$60,242.07		
Financial Institution Tax	$0.00	$1,406.88		
CVET(Commercial Vehicle Excise)	$0.00	$6,817.66		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$654,024.87		
TAXABLE SALES:-			$2.54	$61.16
REFUNDS:			$250.00	$3,164.55
Rebates/Refund	$0.00	$372.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$250.00	$2,350.00		
Reimbursement	$0.00	$409.81		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$434,258.55**	**$2,003,700.31**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,648.56	$18,513.61
DeMotte	$0.00	$6,038.36		
Rensselaer	$1,648.56	$8,262.87		
Wheatfield	$0.00	$4,212.38		
LIB. IMPROV. RESERVE FUND:			$19.05	$213.22
Interest Earned	$19.05	$213.22		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$19,311.91	$60,051.44
Property Tax	$19,311.91	$56,864.56		
License Excise Tax	$0.00	$2,804.05		
Financial Institution Tax	$0.00	$65.49		
CVET(Commercial Vehicle Excise)	$0.00	$317.34		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,697.96	$33,898.79
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,697.96	$33,898.79		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$17.68	$196.72
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$6,886.94	$6,886.94
SUB-TOTAL (page 1)			**$465,840.65**	**$2,143,497.78**

FSb

WITHHOLDING ACCOUNT FUNDS:			$32,295.01	$344,610.66
FIT Tax Collected	$7,354.32	$78,616.03		
FICA Collected	$8,205.61	$87,126.17		
State Tax Collected	$3,669.39	$39,373.53		
County Tax Collected	$2,885.17	$30,637.80		
Deferred Comp Plan	$2,790.00	$28,490.00		
Pre-tax Insurance Plans	$3,722.92	$40,952.12		
Life Insurance	$180.62	$1,998.82		
INPRS	$3,326.64	$35,628.99		
Garnishments	$160.34	$1,787.20		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS			**$498,135.66**	**$2,488,108.44**

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Voucher List

Jasper County Public Library

Report Date: From **12/01/18** *To* **12/10/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	896	PAYROLL	12/10/18	PAYROLL	$53,171.56
0	897	CHRISTINA SANDERS	12/10/18	Courier Mileage 11/16-11/30/18 (Conf. #737)	$365.70
0	898	GREAT-WEST RETIREMENT S	12/10/18	Annuity Contributions withheld 12/10/18 Payroll (conf# 739)	$1,395.00
0	899	INDIANA CHILD SUPPORT BU	12/10/18	Child Support Garnishment: Andrea Prescaro 12/10/18 Payroll (Payment #1890320181205162831)	$80.17
0	900	INDIANA DEPARTMENT OF RE	12/10/18	State & County Taxes withheld November 2018 Payrolls (Ref. #53772)	$6,554.56
0	901	INPRS fbo PERF	12/10/18	INPRS Contributions12/10/18 Payroll	$6,381.23
0	902	IRS USA TAXPAYMENT	12/10/18	Federal Withholding, Medicare, & FICA withheld 12/10/18 Payroll & Ins. (Acknowledgement #40396191)	$11,365.56
0	903	TOWN OF DEMOTTE	12/10/18	DeM: Water & Sewer Service- October 2018 (Conf. #736)	$168.10
0	904	TOWN OF WHEATFIELD	12/10/18	Wh: Sewer Service- December 2018 (Conf# 738)	$77.35
36583	905	ADVANCED IMAGING SOLUTI	12/10/18	Copiers & Maintenance Agreement	$14,062.49
36584	906	ANTHEM BLUE CROSS BLUE	12/10/18	Health Ins. Premiums-December 2018	$13,963.67
36585	907	ANTHEM LIFE	12/10/18	Life Ins. Premiums- December 2018	$103.14
36586	908	BELFOR USA GROUP, INC.	12/10/18	DeM: Mold remediation	$7,886.94
36587	909	BLUETARP FINANCIAL, INC	12/10/18	Maintenance supplies	$34.44
36588	910	BUSINESS CARD	12/10/18	Conference/Meeting expenses, library supplies, Facebook advertising	$914.53
36589	911	CULBRETH'S LAWN & TREE L	12/10/18	DeM: Removal of broken branches from Sycamore tree	$200.00
36590	912	DELTA DENTAL	12/10/18	Dental Ins. Premiums- December 2018	$577.98
36591	913	DEMOTTE CHAMBER OF COM	12/10/18	2018 Chamber Christmas Dinner	$70.00
36592	914	ENA SERVICES LLC	12/10/18	Internet Service- November 2018	$1,782.00
36593	915	ENGAGED PATRONS.ORG	12/10/18	Events Page Hosting Service 1/1/19-12/31/19	$229.00
36594	916	FAMOUS HOOSIERS, INC.	12/10/18	Program presenter	$200.00
36595	917	HP PRODUCTS	12/10/18	Janitorial supplies	$545.14
36596	918	INDIANA NEWSPAPERS INC. #	12/10/18	Rens: Indy Star newspaper subscription Acct# IS0140456	$659.84
36597	919	JANICE WILMA	12/10/18	Mileage 1/30-11/15/18	$262.15
36598	920	JOHNSON CONTROLS FIRE P	12/10/18	DeM & Rens: Fire alarm panel installation	$8,929.28
36599	921	KROGER GARDIS & REGAS, L	12/10/18	Legal Assistance: Personnel Matters, FMLA	$660.00
36600	922	MANAGE MOBILITY	12/10/18	Replacement hot spot	$76.00
36601	923	NIMBO IP LLC	12/10/18	Monthly Managed Service Fee	$815.00
36602	924	NIPSCO	12/10/18	DeM & Wh: Gas & electric service	$4,973.24
36603	925	NITCO	12/10/18	DeM: Local Phone & Fax Service- December 2018	$178.20
36604	926	OFFICE DEPOT	12/10/18	Janitorial supplies, Furniture	$417.26
36605	927	PATTY STRINGFELLOW	12/10/18	Mileage 11/15-11/29/18	$149.33
36606	928	PRECISION CONTROL SYSTE	12/10/18	DeM & Rens: HVAC repairs	$2,579.52
36607	929	BARCODES INC. LLC	12/10/18	Scanners, scanner stands	$582.60
36608	930	RAYANN GILMORE	12/10/18	Rens. Petty Cash: postage	$46.29
36609	931	RMC IMAGING, INC	12/10/18	ViewScan III and ViewScan 4 hardware & software support 12/25/18-12/24/19	$1,498.00
36610	932	ROEING CORPORATION	12/10/18	Equipment, Cabling	$1,994.88
36611	933	STANLEY STEEMER	12/10/18	DeM: Carpet & upholstery cleaning	$733.50
36612	934	TEI LANDMARK AUDIO	12/10/18	STEAM/Makerspace Equipment	$384.65
36613	935	VISION SERVICE PLAN	12/10/18	Vision Ins. Premiums- December 2018	$226.67
36614	936	WAL-MART COMMUNITY/SYN	12/10/18	Library & janitorial supplies	$125.35
36615	937	AARON'S LAWN CARE	12/10/18	Fall cleanup, snow removal	$710.00
36616	938	ACE HARDWARE	12/10/18	Maintenance & library supplies	$41.51
36617	939	BAKER & TAYLOR	12/10/18	Books, Continuations, AV, Auto. Yours	$8,720.45

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36618	940	BAKER & TAYLOR ENTERTAIN	12/10/18	AV	$1,490.43
36619	941	BRODART CO.	12/10/18	Shelving	$339.64
36620	942	CULLIGAN WATER CONDITIO	12/10/18	Wh: Water Cooler Rental- December 2018	$11.95
36621	943	INDIANA GROCERY GROUP, L	12/10/18	Management Meeting expenses	$37.62
36622	944	INDIANA WASTE SERVICE	12/10/18	DeM: Trash pick-up December 2018	$94.75
36623	945	KV POST NEWS	12/10/18	DeM: Newspaper subscription Acct# 0045635	$65.99
36624	946	MIDWEST TAPE	12/10/18	AV	$553.06
36625	947	RENSSELAER LAUNDRY ROO	12/10/18	Laundry	$26.00

Total Amount of Claims **$157,511.72**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 10, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$157,511.72**

Date this 10th **day of** December **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Thursday, December 27, 2018; 8:30am
Rensselaer Library Meeting Room

	Purpose
Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Public Forum	
Adjournment	

F 7a

Voucher List

Jasper County Public Library

Report Date: From **12/11/18** ***To*** **12/27/18**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	948	PAYROLL	12/21/18	PAYROLL	$51,862.95
0	949	AFLAC	12/21/18	Supplemental Insurance December 2018 (Conf #745)	$701.88
0	950	ALLIANCE BANK	12/21/18	Direct Deposit Fees - November 2018	$37.00
0	951	CENTURYLINK	12/21/18	Rens: Fax line December 2018 (Conf# 741)	$56.27
0	952	CENTURYLINK	12/21/18	Wh: Fax line December 2018 (Conf #743)	$64.86
0	953	CENTURYLINK	12/21/18	DEM: Long distance phone service- December 2018 (Conf# 742)	$18.09
0	954	CHRISTINA SANDERS	12/21/18	Courier Mileage 12/3-12/14/18 (Conf. #746)	$366.24
0	955	CITY OF RENSSELAER	12/21/18	RENS: Utilities 11/7 - 12/7/2018 (Conf. #744)	$3,480.43
0	956	GREAT-WEST RETIREMENT S	12/21/18	Annuity Contributions withheld 12/21/18 Payroll (conf# 747)	$1,395.00
0	957	INDIANA CHILD SUPPORT BU	12/21/18	Child Support Garnishment: Andrea Prescaro 12/21/18 Payroll (Payment #1890320181219132342)	$80.17
0	958	INDIANA DEPARTMENT OF RE	12/21/18	State & County Taxes withheld December 2018 Payrolls (Ref. #96389)	$6,207.91
0	959	INPRS fbo PERF	12/21/18	INPRS Contributions12/21/18 Payroll	$6,186.75
0	960	IRS USA TAXPAYMENT	12/21/18	Federal Withholding, Medicare, & FICA withheld 12/21/18 Payroll & Ins. (Acknowledgement #25310987)	$10,993.41
0	961	REPUBLIC SERVICES #715	12/21/18	Wh: Trash Service- December 2018 (Conf#740)	$130.80
36626	962	ACE HARDWARE	12/27/18	Maintenance supplies	$18.47
36627	963	A. E. BOYCE COMPANY, INC.	12/27/18	W2 forms & envelopes, 1099 forms & envelopes	$87.89
36628	964	ANDREA PRESCARO	12/27/18	Mileage 8/15-12/5/18	$19.62
36629	965	BAKER & TAYLOR	12/27/18	Books, Continuations, AV, Auto. Yours	$2,288.60
36630	966	BAKER & TAYLOR ENTERTAIN	12/27/18	AV	$265.83
36631	967	CARDINAL OFFICE PRODUCT	12/27/18	Rensselaer Patron Copier Maintenance 12/26/2017 - 11/26/2018 (final billing)	$309.17
36632	968	DANIEL VAN BLAIRCOM	12/27/18	Mileage 1/21-8/30/18	$30.57
36633	969	DEBORAH KRISTOFF	12/27/18	Mileage 12/7-12/17/18	$47.96
36634	970	DEMCO	12/27/18	Furniture/equipment	$3,240.00
36635	971	DEPARTMENT OF HOMELAND	12/27/18	DeM: Elevator Inspection	$120.00
36636	972	DONNA BARKO	12/27/18	Mileage 10/30-12/20/18	$37.61
36637	973	EDWARD P. DUMAS	12/27/18	Legal Assistance: Building demolition	$100.00
36638	974	EVELYN S. PARRISH	12/27/18	Mileage 1/10-12/7/18	$509.03
36639	975	FAYETTE COUNTY PUBLIC LI	12/27/18	Lost ILL item	$24.95
36640	976	HAMSTRA BUILDERS, INC.	12/27/18	Air filters	$44.06
36641	977	HIVELY WELDING CO., INC	12/27/18	Wh: modify shelf brackets	$275.00
36642	978	HP PRODUCTS	12/27/18	Janitorial supplies	$219.44
36643	979	INDIANA GROCERY GROUP, L	12/27/18	Program & Staff Christmas Party expenses	$93.30
36644	980	JEFF GASTINEAU	12/27/18	Program presenter	$50.00
36645	981	KARLA HAUSENFLECK	12/27/18	Mileage 10/1-12/12/18	$38.15
36646	982	KIMBERLY HUNTER	12/27/18	Mileage 12/10/18	$23.98
36647	983	KROGER GARDIS & REGAS, L	12/27/18	Legal Assistance: FMLA	$840.00
36648	984	LEGAL DIRECTORIES PUBLIS	12/27/18	Continuations	$132.75
36649	985	LINDA POORTENGA	12/27/18	Mileage 11/15-11/16/18	$74.67
36650	986	NEILE TRAINOR	12/27/18	Mileage 10/3-12/19/18	$95.38
36651	987	PATTY STRINGFELLOW	12/27/18	Mileage 12/5/18	$23.98
36652	988	PEGGY MICHELIN	12/27/18	Mileage 10/19-12/18/18	$7.85
36653	989	PRECISION CONTROL SYSTE	12/27/18	DeM: Material used during contract maintenance	$400.95
36654	990	RACHAEL CAVINDER	12/27/18	Mileage 11/19-12/10/18	$15.26
36655	991	RAYANN GILMORE	12/27/18	Mileage 11/9-11/29/18	$172.22

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36656	992	ROEING CORPORATION	12/27/18	Additional contract hours for copier install, iPads, cases, charging cable, UPS, mice	$2,673.13
36657	993	SHANNON HELDAK	12/27/18	Mileage 10/18-12/13/18	$45.24
36658	994	SHEILA MAXWELL	12/27/18	Mileage 9/20-11/13/18	$107.91
36659	995	TEI LANDMARK AUDIO	12/27/18	STEAM/Makerspace Equipment	$89.98
36660	996	THE TIMES	12/27/18	Wh: Newspaper subscription Acct# 170-00037838	$424.25
36661	997	TRUGREEN PROCESSING CE	12/27/18	Ice Melt	$360.00
36662	998	UNIQUE MANAGEMENT SERVI	12/27/18	Collections: Initial/Secondary Placements- November 2018	$214.80
36663	999	WAL-MART COMMUNITY/SYN	12/27/18	Library supplies, AV, janitorial supplies	$254.21

Total Amount of Claims **$95,357.97**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 26, 2018

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$95,357.97**

Date this 27th **day of** December **,20** 18 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

December 27, 2018

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
2.21 Cleaning & Sanitation Supplies	$ 50.67	2.23 Other Operating Supplies	$ 121.10
2.31 Building Materials & Supplies	$ 70.43		
3.146 E-books Services	$ 2,900.00	3.14 Other Professional Services	$ 6,080.63
3.21 Telephone	$ 2,523.46		
3.33 Marketing Advertising	$ 161.97		
3.93 Taxes & Assessments	$ 495.20		
TOTAL Added	**$ 6,201.73**	**TOTAL Reduced**	**$ 6,201.73**

Rainy Day Fund (151)

3.61 Building & Structures	$ 13,248.28	3.14 Other Professional Services	$ 13,248.28
4.4 Furniture & Equipment	$ 13,891.71	4.3 Improvements Other Than Bldgs	$ 13,891.71
TOTAL Added	**$ 27,139.99**	**TOTAL Reduced**	**$ 27,139.99**

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ATTEST:

Secretary, Jasper Co. Public Library Board

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